



## Introduction

Galilee Regional Catholic Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated, and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

As a MACS school:

- prayer and liturgy are vital aspects of religious life in our school
- the pastoral care and support programs for students, families and staff are based on the teachings of the Catholic Church
- the teachings and values of the Catholic Church are paramount.

## Purpose

This policy sets out the requirements for enrolment in our school in line with the Enrolment Policy for MACS schools.

## Scope

This policy applies to all families seeking to enrol students at Galilee Regional Catholic Primary School.

## Principles

The following principles underpin this policy:

- MACS schools are established primarily for Catholic children, Galilee Regional Catholic Primary School strives to be open and welcome to all Catholic students regardless of their background and does everything reasonable to accommodate each student's individual needs.
- Enrolment of children of other Christian traditions and faiths is open; however, priority will be given to children from non-Catholic Eastern churches.
- Children from other religious traditions, or no religion, are provided with the opportunity to enrol at our school should they choose to apply and there is sufficient capacity within the school.
- Parents/guardians/carers are the first educators of their children. By enrolling a child in our school, parents/guardians/carers are entering into a partnership to promote and support their child's education, in particular their education in faith. While the school promotes access to a Catholic education through the school enrolment policy, it is the responsibility of parents/guardians/carers to support the school in furthering the spiritual and academic life of their child.

## Policy

### Priority enrolment

Local pastoral discretion is an important element of decision-making regarding enrolment at Galilee Regional Catholic Primary School. While the priority of the principal is to enrol children of Catholic parents/guardians/carers, pastoral discretion may be exercised in enrolment decisions where deemed appropriate.

Where established, the local school enrolment committee will formally endorse all enrolment decisions to ensure transparency and equity in decision-making. Where a local school enrolment committee is not established, the principal will endorse all enrolment decisions.

There is an agreed order of priority for enrolment in MACS schools, which must be followed in the enrolment policy and procedures. As systemic Catholic schools, the priority of MACS schools is the provision of a Catholic education for Catholic children.

The order of priority for MACS primary schools is:

1. Catholic children who are residents of the parish
2. siblings of children already enrolled in the school
3. Catholic children who are not residents of the parish but are recognised as parishioners by the parish priest
4. Catholic children from other parishes (for pastoral reasons)
5. children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who are residents of the parish
6. children from non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox) who reside outside the parish
7. other Christian children who are residents of the parish
8. other Christian children who reside outside the parish
9. non-Christian children who are residents of the parish
10. non-Christian children who reside outside the parish.

### **Overseas Students**

When considering the enrolment of students on visa, principal of [insert school name] will consider the application with reference to MACS policy and procedures as well as legislative requirements. The principal or delegate is to determine whether the student is fee-liable or eligible for government funding through outlined processes.

### **Parent/Guardian/Carer Responsibilities**

At the time of enrolment, parents/guardians/carers make a commitment to provide ongoing support for their child's Catholic education. Parents/guardians/carers are asked to make an explicit commitment to the following responsibilities:

- Complete the school's enrolment form and ensure it is returned by the due date. This does not guarantee enrolment in the school, which is confirmed following the signing of the enrolment agreement as formal acceptance of the offer of enrolment.
- Be prepared to support the school in the Catholic education of their child and involve themselves as much as possible as well as committing to adhering to the expected standards of parental/guardian/carers behaviour as outlined in the school's Parent/Guardian/Carer Code of Conduct.
- Acknowledge and commit to meeting the financial responsibilities arising from the ongoing enrolment of their child at Galilee Regional Catholic Primary School. Any difficulties in meeting this commitment should be discussed with the principal.
- Advise the principal of any court order, parenting or custodial arrangement/s that may exist in relation to their child, or any changes to such order/s, and provide a copy of the court order/s and any subsequent changes for the child's school file.
- Provide the school with an immunisation history statement from the Australian Immunisation Register.
- Provide evidence of visa status from the Department of Home Affairs as soon as notified where applicable.

## Termination of enrolment

Parents/guardians/carers are, as a condition of enrolment, expected to read, sign, and comply with the [insert school name] Enrolment Agreement, Galilee Regional Catholic Primary School Parent/Guardian/Carer Code of Conduct (**Code of Conduct**), and/or relevant school policies.

Parents/guardians/carers who breach the Code, Agreement, and/or policies will be contacted by the principal. Appropriate action, which may include limiting or reducing access to the school grounds, attending school functions or school-based activities or, setting mandatory parameters around methods and timing of communication, or imposing an Immediate or Ongoing School Community Safety Order is at the discretion of the principal and other authorised persons.

A termination of enrolment on the basis of parental/guardian/carer conduct must be approved by the Director, Learning and Regional Services, and such approval would only be provided in the following circumstances:

- (a) a breach of the Code of Conduct on the part of a parent/guardian/carer has previously occurred
- (b) the parent/guardian/carer has, because of that previous breach, been warned that any subsequent breach of the Code of Conduct by them (or the family) may result in a termination of enrolment
- (c) a further breach of the Code of Conduct by the parent / guardian / carer, or by another family member in appropriate circumstances (including where the principal is satisfied on reasonable grounds that that other family member has been warned or is otherwise aware that a warning has previously been given) occurs.

A termination of enrolment may also occur where any parent/guardian/carer has engaged in conduct on a single occasion which constitutes a serious breach of the Parent / Guardian / Carer Code of Conduct (involving for example, conduct which poses a serious risk to staff or student health and safety.) In these circumstances, it will not be necessary for a warning to be given before consideration is given to termination of enrolment.

A decision to withdraw or terminate the enrolment of a student in these circumstances may only be made by the Director, Learning and Regional Services upon consideration of each of the following:

- the view of the principal of the school
- an objective assessment of all presenting circumstances, including the nature and gravity of the conduct and whether any previous warnings have been provided to the parent/guardian/carer and
- the principles of procedural fairness are followed in the decision-making process, including an opportunity for the student and their family/guardians/carers to be heard, all relevant information considered.

Before any final decision as to termination of enrolment is made, the student's family will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

Students are also, as a condition of enrolment, expected to read and comply with [insert school name] Student Code of Conduct (**Code of Conduct**).

In cases of serious and/or persistent breaches of the student code of conduct, the Student Behaviour Policy outlines the consequences for student misbehaviour. The Galilee Regional Catholic Primary School policies and procedures for the suspension, negotiated transfer, and expulsion of students outline the management of suspension and expulsion and appeals processes.

In accordance with applicable legislation and the school's Child Safety and Wellbeing Policy, the police, 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH), Commission for Children and Young People (CCYP), and/or any other relevant bodies will be informed of any unlawful breaches of these codes.

## Complaints regarding enrolment

Galilee Regional Catholic Primary School is required to maintain a fair, effective, and efficient complaints-handling process so that complaints about enrolment and other matters at the school can be addressed.

If a parent/guardian/carer of the student would like to make an appeal on the enrolment process, or termination of enrolment, 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 Galilee Regional Catholic Primary School's complaints handling policy or guidelines for further information.

If the matter cannot be resolved at the school level, or if the complaint is about the principal of the school, complainants are advised to contact the relevant MACS regional office. Alternatively, parents/guardians/carers may lodge a complaint online and read the Complaint Handling Policy for MACS Schools at <https://www.macs.vic.edu.au/Contact-Us/Complaints.aspx>.

## Information to be collected

Our school is required to collect information about parents/guardians/carers and their child. Parents/guardians/carers are required to provide information about their child during the enrolment process in order for MACS and the school to meet the duty of care obligations and to satisfy government requirements.

## Procedures

Please refer to the Enrolment Procedures in MACS schools.

### School-based processes and guidelines

*[Drafting note] Principals can develop and approve school-based processes and guidelines for use within their own school to support policy and procedure implementation. These documents must be aligned with the relevant MACS policy and procedure. Such documents should be listed as supporting documents.*

## Definitions

### Catholic child

For enrolment in a Catholic school, a child is considered to be Catholic if they are a member of the Catholic Church, usually established by a Certificate of Baptism and have fully participated in a sacramental program or, there is evidence of an intention to complete their sacramental journey.

### Enrolment Agreement and Enrolment Form

The Enrolment Agreement and Enrolment Form are agreements parents/guardians/carers enter with MACS for enrolment at the particular MACS school. The Enrolment Agreement stipulates the terms and conditions of enrolment and the way in which the school seeks to work in collaboration with families. Schools must have an Enrolment Agreement with parents/guardians/carers which is publicly available and easily accessible to current and prospective parents/guardians/carers.

The enrolment form outlines the information that must be collected by the principal of each school, to enable MACS to satisfy its duty of care obligations and ensure it has the relevant information about each student to determine any need for adjustments.

### Enrolment catchment area

The enrolment catchment area is a defined area from which a school enrolls students as officially designated to a school by MACS. The parish for Galilee Regional Catholic Primary School is [Parish name]. In parishes with more than one primary school, the catchment for each school is determined by the parish in consultation with MACS. Enrolment is subject to the maximum capacity of the school.

### Melbourne Archdiocese Catholic Schools Ltd (MACS)

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries, MACSS and/or MACSEYE (*as the context requires*).

### **Orthodox child**

For enrolment in a Catholic school, a child is considered to be Orthodox if they are a member of a non-Catholic Eastern church, including Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox.

### **Parish**

Parish refers to the local parish as defined by its geographical boundaries and student location is based on home address.

## **Related policies and documents**

### **Supporting documents**

Consent to Transfer Information Form  
Dependant Full-fee Paying Overseas Students Application Procedure - Schools  
Enrolment Agreement – Primary Schools  
Enrolment Form – Primary Schools  
Enrolment Processes  
Enrolment Procedures for MACS Schools  
Family Occupation Index – Parent/Guardian/Carer Occupation Groups  
Minimum Age Exemption Application Form – Template  
Parents/Guardians/Carers Code of Conduct  
Photography and Recording Permission Form – Schools – Template  
Repeating a Year Level Application Form – Template  
Standard Collection Notice – Template  
Student Acceleration Application Form  
Student Code of Conduct

### **Related MACS policies and documents**

Concessional Fees Policy  
[insert school] Complaints Handling Policy  
Complaints Handling Policy for MACS Schools  
Enrolment Policy for MACS Schools  
Guidelines for MACS Schools – Suspension, Negotiated Transfer, and Expulsion  
Privacy Policy  
Recordkeeping Policy for MACS Schools  
[School Community Safety Order Scheme – Internal Review Process](#)  
School Suspension of Students Policy  
School Negotiated Transfer of Students Policy  
School Expulsion of Students Policy  
Student Acceleration and Retention Policy for MACS Schools  
Student Acceleration and Retention Policy – Template for Schools

### **Related policies and documents**

[Australian Government - Interstate Data Transfer Note](#) for non- government schools

## **Legislation and Standards**

*Child Wellbeing and Safety Act 2005* (Cth)  
*Disability Discrimination Act 1992* (Cth)  
*Disability Standards for Education 2005* (Cth)  
*Education and Training Reform Act 2006* (Vic.)  
*Education and Training Reform Regulations 2017* (Vic.)  
*Education Services for Overseas Student Act 2000* (Cth)  
*Equal Opportunity Act 2010* (Vic.)  
*Privacy Act 1988* (Cth)

[Victorian Registration and Qualifications Authority \(VRQA\) minimum standards](#) for schools

|                            |                    |
|----------------------------|--------------------|
| <b>Approval date</b>       | <b>10 May 2023</b> |
| <b>Date of next review</b> | May 2025           |



## Galilee Regional Catholic Primary School Application for Enrolment Form

Galilee Regional Catholic Primary School is a school 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 form is informed by the Galilee Regional Catholic Primary School Enrolment Policy Lodging this form does not guarantee enrolment at the school. Confirmation of an enrolment requires the acceptance of Enrolment Agreement, Parent/Guardian/Carer Code of Conduct, and Student Code of Conduct if an offer of enrolment is made

Please ensure all relevant information is attached to this Enrolment Form when submitting. Please see the Parent/Guardian/Carer documentation checklist at the end of the form.

**RECEIVED DATE [office only]:**

| STUDENT DETAILS  |  |                              |                             |
|--|--|------------------------------|-----------------------------|
| <b>Surname:</b>  |  |                              |                             |
| <b>Given name/s:</b>                                   |  | <b>Preferred name:</b>       |                             |
| <b>Does the student have a sibling at this school?</b> |  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| STUDENT CONTACT 1 (PARENT 1/GUARDIAN 1/CARER 1)   |                    |   |  |
|---|--------------------|---|--|
| <b>Title:</b><br>(Dr./Mr./Mrs./Ms./Mx.)   |                    | <b>Surname:</b>   |  |
| <b>House Number:</b>  |                    | <b>Street Name:</b>   |  |
| <b>Suburb:</b>  |                    | <b>State:</b>   | <b>Postcode:</b>   |
| <b>Telephone:</b>   | <b>Home:</b>       | <b>Work:</b>  | <b>Mobile:</b>   |
| <b>SMS messaging:</b> (for emergency and reminder purposes)   |                    |   | Yes <input type="checkbox"/> No <input type="checkbox"/>   |
| <b>Email:</b>   |                    |   |  |
| <b>Relationship to student:</b>   |                    |   |  |
| <b>Government Requirement</b>   | <b>Occupation:</b> | <b>What is the occupation group?</b><br>(Select from list of occupation groups in the School Family Occupation Index) | A <input type="checkbox"/><br>B <input type="checkbox"/><br>C <input type="checkbox"/><br>D <input type="checkbox"/><br>N <input type="checkbox"/> |
| <b>Religion:</b> (include rite)   |                    |   |  |
| <b>Country of birth:</b> Australia <input type="checkbox"/> Other <input type="checkbox"/> (please specify):  |                    |   |  |
| <b>Aboriginal or Torres Strait Islander origin:</b> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> |                    |   |  |
| <b>Nationality:</b>   |                    | <b>Ethnicity if not born in Australia:</b>  |  |
| <b>Visa subclass:</b>   |                    | <b>Visa expiry:</b>   |  |

Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified

Do you speak a language other than English at home? *Note: Record all languages spoken*

What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? *(Persons who have never attended secondary school, tick Year 9 or below)*

Year 9 or below

Year 10 or equivalent

Year 11 or equivalent

Year 12 or equivalent

What is the level of the highest qualification Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed?

No post-school qualification

Certificate I to IV  
*(including trade certificate)*

Advanced diploma/Diploma

Bachelor degree or above

### STUDENT CONTACT 2 (PARENT 2 /GUARDIAN 2/CARER 2)

Title:  
*(Dr./Mr./Mrs./Ms./Mx.)*

Surname:

Given name:

House Number:

Street Name:

Suburb:

State:

Postcode:

Telephone:

Home:

Work:

Mobile:

SMS messaging: *(for emergency and reminder purposes)*

Yes

No

Email:

Relationship to student:

Government Requirement

Occupation:

What is the occupation group?  
*(Select from list of occupation groups in the School Family Occupation Index)*

A

B

C

D

N

Religion: *(include rite)*

Country of birth: Australia  Other  *(please specify):*

Aboriginal or Torres Strait Islander origin: No  Yes, Aboriginal  Yes, Torres Strait Islander

Nationality:

Ethnicity if not born in Australia:

Visa subclass:

Visa expiry:

Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified

Do you speak a language other than English at home? *Note: Record all languages spoken*



**What is the highest year of primary or secondary school Student Contact 2 (Parent 2 /Guardian 2/Carer 2) has completed?** *(Persons who have never attended secondary school, tick Year 9 or below)*

Year 9 or below       Year 10 or equivalent       Year 11 or equivalent       Year 12 or equivalent

**What is the level of the highest qualification Student Contact 2 (Parent 2/Guardian 2/Carer 2) has completed?**

No post-school qualification       Certificate I to IV *(including trade certificate)*       Advanced diploma/Diploma       Bachelor degree or above

### STUDENT DETAILS

**Surname**

**Given name/s:**

**Preferred name:**

**Entry year (YYYY):**

**Entry level/grade:**

**Date of birth:**

**Religion:** *(include rite)*

**Home Address:**

M (Male):

F (Female):

Self identified / X (Indeterminate/Intersex/Unspecified):

### PREVIOUS SCHOOL/PRESCHOOL

**Name and address of previous school/preschool:**

I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning:

No

Yes

Was the previous school attended interstate?

No

Yes

### NATIONALITY AND CITIZENSHIP

**Government Requirement**

**Nationality:**

**Ethnicity:**

**In which country was the student born?**

Australia

Other *(please specify):*

**Date of arrival in Australia OR Date of return to Australia:**

**What is the residential status of the student?**  Permanent

Temporary

|  |   |
|--|---|
| <b>Evidence of Australian Residency:</b>   |   |
| <input type="checkbox"/> Australian Citizen  | <input type="checkbox"/> Permanent Resident |
| <input type="checkbox"/> Eligible for Australian Passport  | <input type="checkbox"/> Temporary Resident |
| <input type="checkbox"/> Other/Visitor/Overseas Student  |   |
| <b>Visa sub class**:</b>   | <b>Visa expiry date:</b>                    |
| <b>Previous visa sub class:</b>  |   |
| <p><b>* Please attach visa/ImmiCard/letter of notification and passport photo page</b></p> <p><b>** Please note that all enrolments for students with visas require approval through Melbourne Archdiocese Catholic Schools (MACS). Refer to the Dependant Full Fee Overseas Student policy (link) for further information</b></p> <p><b>Please provide up to date evidence of visa status from the Department of Home Affairs, including any changes to visa or citizenship as soon as notified</b></p> |   |

|  |  |  |   |   |
|--|--|--|---|---|
| <b>Does the student or their student contacts (parent(s)/guardian(s)/carer(s)) speak a language other than English at home? Note: Record all languages spoken.</b> |  |  |   |   |
|  |  | Student  | Student Contact 1<br>(Parent1/Guardian1/Carer1) | Student Contact 2<br>(Parent2/Guardian2/Carer2) |
| <b>No</b>  | English only                             | <input type="checkbox"/>                             | <input type="checkbox"/>                        | <input type="checkbox"/>                        |
| <b>Yes</b>   | Other – please specify all languages     |  |   |   |
| <b>Is the student of Aboriginal or Torres Strait Islander origin?</b><br>(For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both)   |  |  |   |   |
| No <input type="checkbox"/>  | Yes, Aboriginal <input type="checkbox"/> | Yes, Torres Strait Islander <input type="checkbox"/> |   |   |
| Please note that student must actively identify as Aboriginal and/or Torres Strait Islander to comply with the Australian Government census                        |  |  |   |   |

| SACRAMENTAL INFORMATION                |              |                |  |
|--|--------------|----------------|--|
| <b>Baptism</b>                         | <b>Date:</b> | <b>Parish:</b> |  |
| <b>Confirmation</b>                    | <b>Date:</b> | <b>Parish:</b> |  |
| <b>Parish where the student lives:</b> |              |                |  |

**EMERGENCY CONTACTS – OTHER THAN STUDENT CONTACTS  
(PARENT/GUARDIAN/CARER)**

| Person 1                            | Person 2                            |
|-------------------------------------|-------------------------------------|
| <b>Surname<br/>Given Name:</b>      | <b>Surname:<br/>Given Name:</b>     |
| <b>Relationship to<br/>student:</b> | <b>Relationship to<br/>student:</b> |
| <b>Home<br/>telephone:</b>          | <b>Home<br/>telephone:</b>          |
| <b>Mobile:</b>                      | <b>Mobile:</b>                      |

**MEDICAL INFORMATION**

|  |   |                              |                             |
|--|---|------------------------------|-----------------------------|
| <b>Doctor's name:</b>  |   |                              |                             |
| <b>Doctor's address:</b>   |   |                              |                             |
| <b>Telephone:</b>  |   |                              |                             |
| <b>Medicare number:</b>  |   | <b>Ref number:</b>           | <b>Expiry:</b>              |
| <b>Private health insurance:</b>   | Yes <input type="checkbox"/> No <input type="checkbox"/>  | <b>Fund:</b>                 | <b>Number:</b>              |
| <b>Ambulance cover:</b>  | Yes <input type="checkbox"/> No <input type="checkbox"/>  | <b>Number:</b>               |                             |
| <b>Health Care Card:</b>   | Yes <input type="checkbox"/> No <input type="checkbox"/>  | <b>Health Care Card No:</b>  | <b>Expiry:</b>              |
| <b>Medical condition/<br/>diagnoses:</b>   | <p>Please specify all relevant medical and/or health conditions for the student, e.g. asthma, diabetes, anaphylaxis, continence/toileting and/or any medications prescribed for the student.<br/>A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed</p> <p>Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.</p> <p>Please list any known diagnoses for the student regarding their medical or learning needs e.g. Global Developmental Delay (GDD), Autism Spectrum Disorder (ASD), Attention Deficit Hyperactivity Disorder (ADHD), Anxiety</p> |                              |                             |
| <b>Has the student been diagnosed as being at risk of anaphylaxis?</b>   |   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| <b>If yes, does the student have an EpiPen or Anapen?</b>  |   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| <b>If the student has identified medical and/or health condition/diagnoses, please consider the Medical Management policy, first aid policy, and supporting documents.</b> |   |                              |                             |

**If the student has an identified risk of anaphylaxis, please review the Anaphylaxis and First Aid policies and their supporting documents.**

**IMMUNISATION** (please attach an immunisation history statement)

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement (visit [myGov](#)) and provide it to the school with this enrolment form.

**Immunisation history statement attached:** Yes  No  If no, please provide explanation:

**If the student entered Australia on a humanitarian visa, did they receive a refugee health check?** Yes  No

To meet duty of care obligations and facilitate the smooth transition of your child into the school, please provide all required information. This will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

**ADDITIONAL NEEDS**

**Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support?** Yes  No

**Does your child present with:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> autism (ASD)                                    | <input type="checkbox"/> behavioural concerns      | <input type="checkbox"/> hearing impairment                          |
| <input type="checkbox"/> intellectual disability/<br>developmental delay | <input type="checkbox"/> mental health<br>concerns | <input type="checkbox"/> oral language/communication<br>difficulties |
| <input type="checkbox"/> ADD/ADHD  | <input type="checkbox"/> acquired brain injury     | <input type="checkbox"/> vision impairment                           |
| <input type="checkbox"/> giftedness                                      | <input type="checkbox"/> physical impairment       | <input type="checkbox"/> other condition (please specify)            |

**Has your child ever seen a:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> paediatrician           | <input type="checkbox"/> physiotherapist        | <input type="checkbox"/> audiologist                       |
| <input type="checkbox"/> psychologist/counsellor | <input type="checkbox"/> occupational therapist | <input type="checkbox"/> speech pathologist                |
| <input type="checkbox"/> psychiatrist            | <input type="checkbox"/> continence nurse       | <input type="checkbox"/> other specialist (please specify) |

**Have you attached all relevant information and reports?** Yes  No

**SIBLINGS ATTENDING A SCHOOL/PRESCHOOL**

List all children in your family attending school or preschool (oldest to youngest) – include applicant:

| Name | School/preschool | Year/grade | Date of birth |
|------|------------------|------------|---------------|
|      |                  |            |               |
|      |                  |            |               |
|      |                  |            |               |
|      |                  |            |               |

### HOME CARE ARRANGEMENTS

|   |   |
|---|---|
| <input type="checkbox"/> Living with immediate family | <input type="checkbox"/> Out-of-home care   |
| <input type="checkbox"/> Guardian/Carer               | <input type="checkbox"/> Shared parenting,<br>e.g. one week with each parent:<br>Days with Parent 1/Guardian 1/Carer 1:<br>Days with Parent 2/Guardian 2/Carer 2: |
| <input type="checkbox"/> Kinship care                 | <input type="checkbox"/> Other (please specify)   |

### COURT ORDERS OR PARENTING ORDERS (if applicable)

Are there any current court orders or parenting orders relating to the student? Yes  No

*If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.*

Is there any other information you wish the school to be aware of?

### SCHOOL FEES/LEVIES PAYER DETAILS

To whom the account for school fees and levies is sent?

| Surname | First name | Address and email | Telephone | Relationship to the student |
|---------|------------|-------------------|-----------|-----------------------------|
|         |            |                   |           |                             |
|         |            |                   |           |                             |

*Please note, the name/s of the parent / carers signing are responsible for the payment of fees for the term of the child's enrolment at the school.*

Please note that the completion, signing and lodgement of this enrolment form is a pre-requisite for consideration of the enrolment of your child at the School, however it does not guarantee enrolment. The enrolment is formalised after the Enrolment Agreement is signed, following an offer for enrolment being made by the School.

Please refer to the Terms and Conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the School, once offered and accepted.

**Student Contact 1**  
parent 1/guardian 1/ carer  
1 signature:

Date:

**Student Contact 2**  
parent 2 /guardian 2/  
carer 2 signature:

Date:

**Note:** The Victorian Government provides the following guidance regarding admission requirements:

## Consent

The signature of:

- parent as defined in the Family Law Act 1975
  - Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration. Carers:
  - may be a relative or other carer
  - have day-to-day care of the student with the student regularly living with them
  - may provide any other consent required e.g. excursions.

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

**Disclaimer:** Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy enclosed with this Enrolment Pack and available on its website [www.gsmelbournesth.catholic.edu.au](http://www.gsmelbournesth.catholic.edu.au)

### PARENT/GUARDIAN/CARER DOCUMENTATION CHECKLIST

Please ensure that the following documents are attached to the Enrolment Application form (as applicable to your child):

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Birth certificate   |
| <input type="checkbox"/> | Immunisation history statement  |
| <input type="checkbox"/> | Baptism certificate   |
| <input type="checkbox"/> | Consent to contact previous school or preschool   |
| <input type="checkbox"/> | Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia |
| <input type="checkbox"/> | Visa information – visa grant notice/ImmiCard/letter of notification and passport photo page                      |
| <input type="checkbox"/> | Medical Management Plan signed by a relevant medical practitioner   |
| <input type="checkbox"/> | All relevant information and reports concerning additional needs of your child                                    |
| <input type="checkbox"/> | Any current court orders or parenting orders relating your child  |
| <input type="checkbox"/> | Any additional information you wish the school to be aware of   |

## GRCPS ADDENDUM TO ENROLMENT FORM



# **ACCEPTANCE**

**Please tick the following boxes and sign below**

1. I/ we have read and agree to the conditions outlined in the following documents, (please tick all boxes as read):
  - School Enrolment Policy
  - School Fees and Charges Policy
  - Code of Conduct
  - Uniform Policy
  - Attendance Policy
  - Parents, Visitors and Volunteers Policy
  - All school policies as advised and amended from time to time
  
2. I/we have included copies of the following documents with this application for enrolment (please tick appropriate boxes):
  - Birth Certificate
  - Baptismal Certificate and other relevant applicable Sacraments (We require a copy of Baptismal Certificate to prioritise your child. See General Policy Regarding Enrolments)
  - Citizenship documentation (where applicable)
  - Most recent previous school reports and external test results (where applicable)
  - Relevant Family Court Orders (where applicable)
  - Relevant medical and/or special needs information including clinical/educational assessments (where applicable)
  - Immunisation Certificate (primary school applications only)
  
3. I/we understand that if this application is successful, the information that I/we have provided must be kept up to date throughout the period of enrolment.
4. If this enrolment is accepted I/we agree to support our child's participation in the religious life of the school (eg school liturgies, retreat programs).
5. If this enrolment application is successful I/we agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges. In the case that one parent defaults on their payment of fees, the sum of the fees shall become the responsibility of the other parent.
6. I/we are not aware of any outstanding fees or charges, in relation to the student applying to enrol, that I/we are responsible for at another Catholic school.
7. If you are offered a place at Galilee RCPS you will be required to pay a deposit of \$800 to secure your child's place and understand that this money will not be refundable. This amount will be deducted from your school fees in the following year.
8. When a sibling of an existing family is offered a place, families will be required to pay a non- refundable fee of \$500 to secure their child's place. This amount will be deducted from your school fees in the following year.

I/we have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I/we understand that if any misleading information has been provided, or there is any omission of significant relevant information in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

SIGNED: \_\_\_\_\_ Mother/Carer

DATE: \_\_\_\_\_

**AND**

SIGNED: \_\_\_\_\_ Father/Carer

DATE: \_\_\_\_\_

EMAIL ADDRESS FOR INVOICE ONE ONLY FOR SAME HOUSEHOLD:

\_\_\_\_\_

SECOND EMAIL ADDRESS FOR INVOICES FOR SPLIT HOUSEHOLDS:

\_\_\_\_\_



# Galilee Regional Catholic Primary School School Family Occupation Index: Parent Occupation Groups



Galilee Regional Catholic Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

*Please select the appropriate group from the following list.*

## Group N: Unemployed for more than 12 months

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

## Occupation Group A: Elected officials, Senior executives/managers, management in large business organisations, government administration and defence, and qualified professionals

### Elected officials

- Mayor, parliamentarian, alderperson, trade union secretary, board member

### Senior executives/managers, management in large business organisations

- Senior executive/manager/department head** in industry, commerce, media or other large organisations
- Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- Business** (e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager)
- Media** (e.g. newspaper editor, film/television/radio/stage producer/director/manager)

### Government administration

- Public sector manager** (e.g. public service manager (section head or above), regional director, hospital/health services education)
- Defence Forces commissioned officer**

**Qualified professionals** – generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; teach others

- Health** (e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician)
- Education** (e.g. school teacher, university lecturer, professor, VET, special education)
- Law** (e.g. judge, magistrate, barrister, coroner, solicitor, lawyer, legal officer)

- Social** (e.g. social/welfare/community worker, counsellor, minister of religion, urban/rural planner, sociologist, librarian, records manager, archivist, interpreter/translator)
- Engineering** (e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer)
- Science** (e.g. geologist, meteorologist, metallurgist, other scientist)
- Computing** (e.g. IT services manager, computer systems designer/manager, software engineer, systems/applications programmer)
- Business** (e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- Air/sea transport** (e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot)

## Occupation Group B: Other business owners/managers, arts/media/sportspersons and associate professionals

### Business owner/manager/professionals

- Farm/business owner/manager** (e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)
- Specialist manager** (e.g. works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)
- Financial services manager** (e.g. bank manager, finance/investment/insurance broker/advisor, credit/loans officer)
- Retail sales/services manager** (e.g. shop, post office, café/restaurant, club, other hospitality, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre, cinema, gallery, car rental, car/fleet/station manager, retail services manager)

### Arts/media/sportspersons

- Artist/writer/media** (e.g. editor, journalist, writer/author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor, proofreader, graphic designer, web designer)
- Sports** (e.g. sportsperson, coach, trainer, sports official)

**Associate professionals** – generally have diploma/technical qualifications and provide support to managers and professionals

- Medical, science, architectural, building, surveying, engineering, computer** technician/associate professional
- Health/social welfare** (e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
- Law** (e.g. police officer, prison officer, government inspector, examiner or assessor, occupational/ environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer, bailiff)

- Business/administration** (e.g. recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, mail supervisor, other managing supervisor, management and organisation analyst, contract, program)
- Defence Forces** (e.g. senior non-commissioned officer)
- Other** (e.g. library assistant, museum/gallery technician, research assistant, proofreader)

## Occupation Group C: Tradespeople, clerks and skilled office, sales, carer and service staff

**Tradespeople** – generally have completed a four-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.

- Trades** (e.g. metal fitter/machinist, electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter, decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer, mechanic, chef/cook, hairdresser)

### Advanced/intermediate clerical, office, sales, carer and service staff

- Clerk** (e.g. bookkeeper, bank clerk, post office clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply/logistics/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk)
- Office** (e.g. secretary, personal assistant, desktop publishing operator, switchboard operator)
- Sales** (e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate agent)
- Carer** (e.g. aged/disability/refuge/welfare support worker, child care assistant, nanny, nursing support)
- Service** (e.g. meter reader, parking inspector, postal worker, travel agent, tour guide, flight attendant, fitness instructor, inspector, regulatory officer)

## Occupation Group D: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

### Drivers, mobile plant, production/processing machinery and other machinery operators

- Driver or mobile plant operator** (e.g. car/taxi/truck/bus/tram/train driver, driving instructor, courier/deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator)
- Production/processing machine operator** (e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood, paper, glass, clay, stone, concrete, production/processing machine operator)
- Other Machine operator** (e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift/bulk materials handling machinery, driller, miner)

### Sales, office, hospitality and other assistants

- Sales staff** (e.g. sales assistant, motor vehicle/caravan/parts salesperson, sales representative, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker)


- Office staff** (e.g. typist, word processing/data entry/business machine operator, receptionist, office assistant, general clerk)
- Hospitality staff** (e.g. hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchenhand, fast food cook, usher, porter, housekeeper)
- Assistant/aide** (e.g. trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant)

#### Labourers and related workers

- Defence Forces** (other ranks (below senior NCO) without trade qualification not included above)
- Agriculture, horticulture, forestry, fishing, mining worker** (e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nursery worker, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- Other worker** (e.g. labourer, factory hand, storeperson, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

|                             |  |
|-----------------------------|--|
| <b>Responsible director</b> | Director, Learning and Regional Services |
| <b>Policy owner</b>         | General Manager, Learning Diversity      |
| <b>Approving authority</b>  | Director, Learning and Regional Services |
| <b>Approval date</b>        | 28 October 2022                          |
| <b>Risk Rating</b>          | High                                     |
| <b>Date of next review</b>  | October 2024                             |

| POLICY DATABASE INFORMATION |  |
|-----------------------------|--|
| <b>Assigned Framework</b>   | Enrolment  |
| <b>Related documents</b>    |  |
| <b>Superseded documents</b> | School Family Occupation Index Parent Occupation Groups –v1.0 – 2021 |
| <b>New policy</b>           |  |

|  |                                   |  |
|--|-----------------------------------|--|
| Galilee Regional Catholic Primary School | System Update: 03. 08. 2022       |  |
| Version 0.1                              | Date of Next Review: 03. 08. 2025 |  |

## **GRCPS ADDENDUM TO FEES AND CHARGES POLICY**

### **CHANGE TO ENROLMENT STATUS**

The following conditions apply when a change to the Student's enrolment status occurs:

#### **Transfer/ Withdrawal of Student During the Year**

We appreciate that changing family circumstances will sometimes require that a student transfer to another school.

It is a condition of enrolment that a minimum of 10 weeks' notice, in writing addressed directly to the Principal, is required to advise the School that a student is exiting.

Fees will be payable for the whole of the term in which the enrolment is terminated, except in cases where the Principal determines that required notice (10 weeks) is given or that required notice (10 weeks) was impractical. You will not be reimbursed for fees charged annually i.e. education and book levies, literacy and numeracy, and digital technology. Any outstanding fees owing up until the departure date must be discharged. The school is entitled to offset fee amounts in credit where the required notice (10 weeks) has not been provided.

#### **Delayed or Later Commencement of School Year**

The same fee structure set out in the **SCHEDULE OF FEES** will be applied to students starting after the commencement of the school year. For students commencing later in the year, some fees will be charged on a pro-rata basis backdated to the beginning of the term in accordance with the **SCHEDULE OF FEES**, except items charged annually.

#### **Absence from school**

Fee reduction will not be provided for student absence from School.

#### **Absence through illness**

If a student is absent through illness and medical evidence, there will be no reduction in fees. Every effort will be made to remain in close contact with the family and to arrange home study for the student where possible.

#### **Long term absence (Holding Deposit)**

For students who will be absent for a term or, two consecutive terms or more, with an expected year of return, a place will be held over for a holding deposit equivalent to one term of annual fees for the year level to which the student returns (charged at current rates with an adjustment charge to apply upon re-entry). The deposit will be credited against school fees due on commencement (re-entry). The holding

deposit is not refundable should the student not return to the School, with exceptional circumstances considered by the Principal.

### **Deferment of Enrolment (Holding Deposit)**

Deferment of enrolment is not considered prior to a student commencing at Galilee.

If a deposit has been paid for an enrolment and the family decides to defer after acceptance of offer it will be non-refundable.

### **PARENTAL/ GUARDIAN LIABILITY FOR FEES**

At the time of acceptance of enrolment, a student's parent/s or guardian/s sign the Enrolment Form that incorporates obligations and agreements about the payment of fees. Each signatory to the enrolment form, and/or subsequent re-enrolment form, will be solely AND jointly responsible for the timely payment of fees. Please refer to Enrolment and Exit Policy and your Enrolment Application Form.

### **FEE CONCESSION AND FEE PAYMENT PLAN**

#### **FEE CONCESSION**

An Application for Fee Concession can be made under the School's Fee Concession Procedure.


An application for fee concession should be made as early as possible in the billing cycle before the end of Term One or immediately after a change in financial circumstances that may entitle the family to a fee concession.

Fee concessions are means tested in line with Federal Government Poverty Guidelines. The assessment process takes into consideration all parental/guardian income (including wages, Youth Allowance, all other Centrelink and Child Support payments), as well as housing costs (including rent or mortgage/rates).

An application for fee concession is valid only for the current school year. If concessions are required beyond the current year, a new application must be submitted at the commencement of the school year to enable a current assessment of the family's financial situation.

#### **Fee Concession Procedure**

1. Parents/guardians wishing to apply for fee concession should complete the **Application for Fee Concession Form** and is obtainable from the School Office.
2. Parents/guardians requesting concessions must provide evidence of net income (including Centrelink and Child Support payments) and housing costs. Pay slips and Centrelink statements are acceptable evidence of income, and rental receipts or bank statements and rate notices are acceptable as evidence of housing costs.
3. Where satisfactory documentary evidence of income and housing costs is provided and there is evidence of an applicable government social security concession card, a fee concession may be granted without the need for an interview.
4. At the request of either the Principal and/or the parent/guardian, an interview may take place. At this interview, the parent/guardian may present the Principal with other information and evidence that helps to explain their financial status and their ability to meet their commitment to the payment of fees. No allowance is made for repayments or costs associated with non-essential

|  |                                   |  |
|--|-----------------------------------|--|
| Galilee Regional Catholic Primary School | System Update: 03. 08. 2022       |  |
| Version 0.1                              | Date of Next Review: 03. 08. 2025 |  |

living items including but not limited to holiday houses, luxury cars, investment houses, renovations, swimming pools, travel and the like.

5. The application and/or interview process is aimed at determining a just and equitable fee that is within the parent's/guardian's ability to pay.
6. The outcome of the application and/or interview process will be confirmed in writing to the parent/guardian.
7. Where a fee concession is granted, it is essential that this commitment is honoured by the parent/guardian in full and on time.
8. In the event of non-payment or default of a fee concession by the due date, the Non-Payment of Fees clause in this Policy will apply.

## FEE PAYMENT PLAN

We are aware that, from time to time, some families find themselves in financial difficulty or hardship. With this in mind, our intent is that no student will be excluded from our school due to a **genuine** inability to pay full or even part fees. This requires a parental obligation to notify the school at the earliest time once such circumstances arise.

Fee payment plans may be considered in cases where a family's financial circumstances have subsequently changed for a period of time due to hardship or difficulties in such a way as to make fee adjustments necessary. Adjustments may include by deferment, reduced progress payments, and/or by agreed arrangement of terms.

An Application for Fee Payment Plan can be made under the School's Fee Payment Plan Procedure. Should a family on a fee payment plan continue with long term ongoing hardship or difficulty, they may seek to, at the relevant time, complete an **Application for Fee Concession Form** under the Fee Concession Procedure, for fee concession assessment.

### Fee Payment Plan Procedure

1. Parents/guardians wishing to apply for fee concession should complete the **Application for Fee Payment Plan Form** obtainable from the School Office. Any application should be receipted by the Principal 7 days before the next fee payment is due as per the payment option the family has selected.
2. Parents/guardians requesting fee payment plan must provide evidence of financial hardship and difficulty including **bank and employment details** of both parents/ guardians to support the application and **your financial obligations to Galilee**.
3. At the request of either the Principal or the parent/guardian, an interview may take place. At this interview, the parent/guardian may present the Principal with other information and evidence that helps to explain their financial status and their ability to meet their commitment to the payment of fees. No allowance is made for repayments or costs associated with non-essential living items such as travel, renovations, holiday houses, luxury cars, investment houses, pools and the like.
4. The application and/or interview process is aimed at determining a just and equitable fee payment plan that is within the parent's/guardian's ability to pay.
5. Where satisfactory documentary evidence of financial hardship or difficulty is provided, a fee payment plan may be offered to the family and the outcome of the application and/or interview process will be confirmed in writing to the parent/guardian.

6. Once a fee payment plan is approved, it is essential that this commitment is honoured by the parent/guardian in full and on time.
7. In the event of non-payment or breach of a fee payment plan, the Non-Payment of Fees clause in this Policy will apply.

## **PARENT OBLIGATION TO NOTIFY OF CHANGE IN IMPROVED FINANCIAL CIRCUMSTANCES**

In the event of any change of financial circumstances that do not entitle the family to a concession fee or fee payment plan that has been approved and agreed to by the school, the family is required to immediately notify the School. In the absence of continuing supporting evidence or circumstances for fee concession and/or fee payment plan, the school will cancel the concession fee and/ or fee payment plan from continuing and apply the appropriate full fee structure from the relevant date onwards.

A failure to advise the School of a change of financial circumstances in this regard, may lead the school, to terminate/ withdraw the enrolment for breach of enrolment by not meeting fee liability obligations and/ or the School is entitled to seek repayment of concession fee or fee payment plan amounts that were not entitled to be afforded to the parents/guardians.

## **LATE FEES**

Fees are strictly due and payable by the annually published dates. Where fee accounts are in arrears, a student will not be permitted to undertake co-curricular activities. The Principal reserves the right to refuse to allow a student to either commence a new term or to remain at the School while any fees or charges remain unpaid (outside of any approved arrangement).

Parents/ guardians including those with fee concession and fee payment plans, who fail to contact the School when fee instalments fall due will incur a late fee at the end of the cycle for missed payments. The late fee will be added to the account and is payable within 30 days from date of issue.


|  |
|--|
| <b>LATE FEE CHARGE</b>                           |
| \$200 for triannual instalments (every 3 months) |
| \$100 for monthly instalments                    |
| \$50 for fortnightly instalments                 |

## **NON-PAYMENT OF FEES**

### **Fees in arrears**

New enrolments will not be accepted from families who have fees in arrears and who have not entered into an arrangement with the Principal.



|  |                                   |  |
|--|-----------------------------------|--|
| Galilee Regional Catholic Primary School | System Update: 03. 08. 2022       |  |
| Version 0.1                              | Date of Next Review: 03. 08. 2025 |  |

To avoid this outcome, families are urged to consult with the Principal as soon as possible and in advance of due dates for payments.

### **Debt collection/ Legal action**

Where parents/guardians fail to pay their fees account, do not respond to reminder notices and do not contact the school to make alternative arrangements, the school, albeit reluctantly, will engage the services of the school's professional debt collection agency which may involve the instigation of legal action.

The matter then effectively passes out of the school's control and all negotiations for payment must then be made with the debt collection agency. The parent's/guardian's credit rating may also be affected and listed as a default account with Veda Advantage, the largest credit reference agency in Australia.

Any fees incurred by the school in collecting outstanding fees (including fees for dishonoured cheques or debt collection services) will be passed on to the parent/guardian concerned as may be permitted by law.

### **Withdrawal of enrolment by school**

The School may and/or will advise the family that the student/s enrolment may and/or will be withdrawn with an effective date on the basis of non-payment of fees being a breach of enrolment (in the absence of approved arrangement).