



TOONGABBIE CHRISTIAN COLLEGE

ENROLMENT APPLICATION

Families with a child already enrolled at Toongabbie Christian College should go directly to page 3.

▪ APPLICATION FEE \$50 PER NEW FAMILY

If the Application Fee covers one child:

First Name _____ Surname _____

Application for Grade _____ Year _____

If the Application Fee covers more than one child, please list their names:

▪ PAYMENT

Cheque Cash EFTPOS
 Credit Card Payment | Type of card: Visa Mastercard

Name on Card _____ Expiry date _____ / _____

Signature _____

▪ OFFICE USE ONLY

Payment received [date] _____ Initials _____

▪ **PLEASE ENSURE THE FOLLOWING DOCUMENTS ARE INCLUDED WITH THIS APPLICATION:**

- Enrolment Application form completed (with \$50 Application Fee for new families)
- Copy of Birth Certificate or Passport (proof of age)
- A reference from your Minister or Church Elder
- Proof of student & parent Australian residency status
- A copy of the most recent School Report (for students enrolling in Years 1-11).
- A copy of the student's latest NAPLAN Report (for students enrolling in Years 4-11).
- Signed Cyber Safety Use Agreement form
- A copy of any Court Orders or Parenting Plan regarding parenting/fee arrangements or AVO's relevant to the child or family (if applicable).
- Immunisation Certificate
- Copies of Health Professional & other Specialist reports pertaining to medical and/or learning disorders (if applicable).

Thank you for making this application. Would you please advise –

Have you attended an Open Day or School Tour at TCC?

Yes No

If yes, when? _____

Toongabbie Christian College

ENROLMENT APPLICATION FORM

▪ STUDENT DETAILS

First names _____ Surname _____

[This name will be used on rolls, reports and official documents]

Preferred name _____ Male Female

Date of birth _____ Application for Grade _____ Calendar Year _____

Present School _____ Present Grade _____

Applicant currently resides with - Father & Mother Mother only Father only Other *

* Please specify _____

Church student attends _____

Denomination _____ Pastor _____

▪ FATHER / MALE GUARDIAN DETAILS

Title _____ First Name _____ Surname _____

Residential Address _____

Home Phone _____ Business Phone _____ Mobile _____

Occupation _____ Employer _____

Email [please print clearly] _____

Church attended _____ Pastor _____

Marital Status - Married Single / never married Widowed Divorced Separated

▪ MOTHER / FEMALE GUARDIAN DETAILS

Title _____ First Name _____ Surname _____

Residential Address _____

Home Phone _____ Business Phone _____ Mobile _____

Occupation _____ Employer _____

Email [please print clearly] _____

Church attended _____ Pastor _____

Marital Status - Married Single / never married Widowed Divorced Separated

▪ SIBLINGS | Please list brothers and sisters in age order -

Name	Sex (M or F)	Date of Birth	School / Employment
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

▪ CURRENT FAMILY STRUCTURE

Are the natural / legal parents married to each other?.....Yes No
 Are both natural / legal parents still alive?.....Yes No
 If divorced, is the custodial parent remarried?.....Yes No N/A
 If divorced, is the non-custodial parent remarried?.....Yes No N/A
 Do both natural / legal parents have access to the child?.....Yes No

If your relationship structure involves shared parental responsibility of the child for whom this application is made, please outline the arrangement.

- Court Orders, Parenting Plan or agreed arrangements between parents (please attach a copy)
 Unless the child's birth certificate does not identify a father, or the Court Orders direct otherwise, we require both parent's understanding and agreement / consent to this application in writing.

▪ STUDENT DEVELOPMENT | Government Reporting Information

The following information is helpful for the College to determine education needs that the student may have, as well as completing Government returns. (Responses to these questions will in no way affect the enrolment of your child/ren). It is important for you to disclose any known disability. In doing so this will assist the College in securing Government funding but also to adequately prepare for your child's education.

Is the student of Aboriginal or Torres Strait Islander origin?

No Yes, Aboriginal.. Yes, Torres Strait Islander...

In which country was the student born?

Australia.....
 Other..... Please specify _____

What year did the student arrive in Australia? _____

Is the student an Australian Citizen?..... Yes No
 a permanent Australian resident?..... Yes No

In which country were the parents born? Mother..... Father.....

If your child was born overseas and/or both of the parents were born overseas, please provide one of the following documents with your application:

Australian citizen certificate Australian passport Current Australian residency visa

Does the student have difficulty in -

Understanding English Speaking English Writing in English

Students with disabilities. Is your child a young person with -

<input type="checkbox"/>	autism	<input type="checkbox"/>	behaviour disorders	<input type="checkbox"/>	difficulties in the basic areas of learning
<input type="checkbox"/>	a hearing impairment	<input type="checkbox"/>	an intellectual disability	<input type="checkbox"/>	acquired brain injury
<input type="checkbox"/>	a language disorder	<input type="checkbox"/>	mental health issues	<input type="checkbox"/>	a vision impairment
<input type="checkbox"/>	a physical disability	<input type="checkbox"/>	other (please specify below)		

Please attach to this application form current documentation to assist the College in making reasonable educational adjustments.

Is the student receiving any intervention / assistance for their disability?

No

Yes

If yes, details please

Is your child currently receiving additional extension work or involved in a gifted and talented program?

No

Yes

If yes, details please

Does your child have any special gifts or talents that will enhance the College's program?

Are there any special considerations of which the College needs to be aware?

Does the student or their mother/guardian or their father/guardian speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

Student

Mother / Parent 1 / Guardian 1

Father / Parent 2 / Guardian 2

Yes, other language

Please specify -

English only

What is the highest year of Primary or Secondary school the parents/carers have completed?

(For persons who have never attended school, mark 'Year 9 or equivalent or below.)

Mother / Parent 1 / Guardian 1

Father / Parent 2 / Guardian 2

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

What is the level of the *highest* qualification the parents/carers have completed?

Please mark one box only in each column.

Mother / Parent 1 / Guardian 1

Father / Parent 2 / Guardian 2

Bachelor degree or above

Advanced Diploma / Diploma

Certificate I to IV (including Trade Cert.)

No non-school qualification

What is the occupation group of the Mother / Parent 1 / Guardian 1?

Please select the appropriate parental occupation group from the list below.

What is the occupation group of the Father / Parent 2 / Guardian 2?

Please select the appropriate parental occupation group from the list below.

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

If the person has not been in paid work in the last 12 months, enter '8' in the box above.

▪ PARENTAL OCCUPATION GROUPS

GROUP 1 Senior Management in Large Business Organisation, Government Administration & Defence & Qualified Professionals

- **Senior Executive/Manager/department head** in industry, commerce, media or other large organisation.
- **Public Service Manager:** (Section head or above), regional director, health/education/police/fire services administrator
- **Other Administrator:** school principal, faculty head/dean, library/museum/gallery director, research facility director
- **Defence Forces:** Commissioned Officer
- **Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional
- **Business:** management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer
- **Air/sea transport:** aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller

GROUP 2 Other Business Managers, Arts/Media/Sportspersons & Associate Professionals

- **Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist manager:** finance/engineering/production/personnel/industrial relations/sales/marketing
- **Financial services manager:** bank branch manager, finance/investment/insurance broker, credit/loans officer
- **Retail sales/services manager:** shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency
- **Arts/media/sports:** musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official
- **Associate professionals** generally have diploma/technical qualifications and support managers and professionals.
- Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional
- **Business/administration:** recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager
- **Defence Forces:** senior Non-Commissioned Officer

GROUP 3 Tradesmen/women, Clerks & Skilled Office, Sales & Service Staff

- **Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
- **Clerks:** bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk.
- **Skilled office, sales and service staff.**
- Office: secretary, personal assistant, desktop publishing operator, switchboard operator
- Sales: company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher
- Service: aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor.

GROUP 4 Machine Operators, Hospitality Staff, Assistants, Labourers & Related Workers

- Drivers, mobile plant, production/processing machinery and other machinery operators.
- Hospitality staff: hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper.
- Office assistants, sales assistants and other assistants.
- Office: typist, word processing/data entry/business machine operator, receptionist, office assistant.
- Sales: sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker.
- Assistant/aide: trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant.
- Labourers and related workers
- Defence Forces ranks below senior NCO not included above
- Agriculture, horticulture, forestry, fishing, mining worker: farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand.
- Other worker: labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.

▪ STUDENT MEDICAL DETAILS

Medicare number _____

Private Health Fund _____ Number _____

Allergies Yes* No _____ If yes, give details _____

Asthmatic Yes* No _____ If yes, peak flow range _____

* A copy of your child's Asthma Management Plan or Anaphylaxis Management Plan must be given to the College Office prior to commencement at the College.

Details of relevant Medical Conditions, Medications and Treatment _____

Consent for Emergencies:

In case of sudden illness or accident, the College will endeavour to contact parents/carers at home or at work.

In case of emergency I/we give consent for College Staff to assist my child Yes No

In the event of any emergency, the College is authorised to contact and, if necessary, release our child to the following person, if parents/carers cannot be contacted:

Name _____ * Phone _____

*Relationship to Student _____

Signature _____ Signature _____ Date _____
(Father / Male Guardian) (Mother / Female Guardian)

▪ SPECIAL INSTRUCTIONS FOR COLLEGE CORRESPONDENCE

Please complete if these addresses are different from the Father/Male Guardian's address

Name/s & address for correspondence _____

Person responsible for paying College fees _____

Lodgment of the Enrolment Application form does not assure enrolment, which will depend on the outcome of an interview and availability of places in the College. The decision regarding the enrolment of your child will be made according to guidelines issued by the College Board and that decision is final. You will be notified in writing of the decision. Enrolment at Toongabbie Christian College is subject to the following terms and conditions (page 8).

▪ CONDITIONS OF ENROLMENT

1. That the parents/carers will agree to allow the child to participate fully in the life and program of the College, including activities that reflect the College's Christian emphasis.
2. That the parents/carers undertake to provide the child with the correct uniform approved by the College, and is to be worn neatly and well maintained.
3. That the parents/carers undertake to provide the child with all necessary text books and other equipment of a personal nature that may be required to enable the child to benefit from the education offered.
4. That the parent/carers agree to support the child and measures taken by the College to assist the child to meet the academic and attendance requirements of the NESA and those of other providers at which they are enrolled.
5. For students with disabilities, parents/carers are required to provide current documentation to assist the College in making reasonable education adjustments. Disability, in relation to a student, means:
 - Total or partial loss of the student's bodily or mental functions; or
 - total or partial loss of a part of the body; or
 - the presence in the body of organisms causing disease or illness; or
 - the presence in the body of organisms capable of causing disease or illness; or
 - the malfunction, malformation or disfigurement of a part of the student's body; or
 - a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
 - a disorder, illness or disease that affects a student's thought processes, perception of reality, emotions or judgement or that results in disturbed behaviour.
6. That the parents/carers accept the right of the College to employ such discipline as it seems wise and expedient for the child, and agree to uphold in every way possible the College's authority and right to administer appropriate discipline in accordance with the policies of the College.
7. That all fees are payable in advance by the tenth day of each term. In cases where this requirement would cause hardship, parents must make contact with the Director of Corporate Services before the due date, to enable alternative arrangements to be considered. Failure to do so may result in your child not being allowed to enter a new term. Any outstanding fees must be paid by the end of each term. Should an external debt collection agency be involved, all costs will be added to the amount owing to the College.
8. That the parents/carers will give at least one term's notice of termination of enrolment in writing and failure to do so will result in a liability to pay half of one term's standard fees.
9. That the parents/carers will support the Christian ethos of the College so that the child will be given every opportunity to grow up into Christ.
10. The parents/carers agree to supply at their own cost:
 - copies of any Court Orders or Parenting Plans regarding parenting/fee arrangements;
 - AVO's relevant to the child or family;
 - copies of health professional and other specialist reports.
11. That the College may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the College's policies.

* Parents agree not to make alcohol freely available at any 18th birthday party or other celebrations while their child is enrolled at TCC as this would be a breach of their enrolment conditions.

Conditions of Ongoing Enrolment

12. The parent/carer agrees to ensure that their child will exhibit appropriate standards of behaviour as outlined in the Student Handbook and College policies and to refrain from involvement in any activity that significantly brings the name of the College into disrepute. This will include but is not limited to the following: dress; speech and behaviour; use of tobacco and alcohol*; possession, use or supply of drugs or prohibited substances; use/misuse of the internet; use/misuse of technology; bullying/cyberbullying; pornography; possession and use of weapons; any illegal activity and behaviour which is not consistent with the College's Christian ethos and the Statement of Faith.
13. Students are expected to exhibit behaviour that does not put the safety of others significantly at risk.
14. That all fees are payable in advance by the tenth day of each term. In cases where this requirement would cause hardship, parents must make contact with the Director of Corporate Services before the due date, to enable alternative arrangements to be considered. Failure to do so may result in your child not being allowed to enter a new term. Any outstanding school fees must be paid by the end of each term. Should an external debt collection agency be involved, all costs will be added to the amount owed to the College.

Statement:

I / we accept the conditions of enrolment as set out above and hereby apply to have my / our child enrolled at TCC.

(Father/Guardian signature)

(Mother/Guardian signature)

(Family Name printed)

(Date)

■ STATEMENT OF FAITH

The Nature and Unity of the Godhead

We believe there is one God who is eternal personal Spirit. He is infinite in power, wisdom, holiness and love. God is Triune in essential being and revealed to us as Father, Son and Holy Spirit, and who of His own sovereign Will created the heavens, the earth and all that is contained within the universe.

The Deity and Humanity of Christ

We believe that Jesus Christ as the second Person of the Godhead is eternally one with God the Father of whose person and glory Jesus is the accurate expression. To become human, He was conceived of the Holy Spirit and born of the virgin Mary, so that two whole and perfect natures, the nature of God and human nature, were united in one Person; truly God and truly human.

The Holy Spirit

We believe that the Holy Spirit is the third Person of the Trinity is eternally one with the Father and the Son yet He is sent by Them to achieve the divine purpose in the world and the church.

The Divine Inspiration of the Scriptures

We believe that the Scriptures, consisting of the sixty-six books of the Old and New Testaments, are the infallible Word of God. They were written by holy people of God inspired by the Holy Spirit and have supreme authority in all matters of faith and conduct.

The Sinfulness of People

We believe that people were made in the image of God and for fellowship with God. By transgression of God's command humankind fell from fellowship with God and their nature was corrupted. As a consequence, all people are spiritually dead under Satan's dominion and control and subject to God's wrath and condemnation. Therefore, apart from God's grace, people are helpless and hopeless.

Christ's Atonement for the Sin of Man

We believe in order to redeem people from the guilt, penalty and power of sin; Jesus Christ became human and died a sacrificial death as our representative substitute. By His resurrection, God's acceptance of His atoning death was demonstrated. This atonement is sufficient for the whole world, but effective only in those who received it. The sinner is justified and reconciled to God, not through any personal merit, but solely on the basis of God's gracious gift of salvation in Jesus Christ received through faith.

The Work of the Holy Spirit in Salvation

We believe the ministry of the Holy Spirit is necessary for the acceptance of God's provision of salvation. The Holy Spirit convinces sinners of their sinfulness, leads them to personal faith in Jesus Christ as Lord and Saviour and so brings them to spiritual birth as God's children and to fellowship in Christ. Working within the life of believers the Holy Spirit makes real the presence of Christ, witnesses to their relationship with God, leads into all truth, bestows gifts for effective services and produces graces for holy living.

The Church

We believe the Church is the body of people whom God has separated from the world through faith in Jesus Christ as their Lord and Saviour. All regenerate persons are members of the universal Church of God, which takes local form wherever groups of believers unite for worship, fellowship and service in accordance with scriptural principles. All believers are called to a priestly ministry in the offering of spiritual sacrifices and sent into the worlds to be witnesses. God calls individuals to positions of oversight and leadership or to special ministries. The Church recognises such by ordaining pastors, commissioning missionaries, appointing deacons and other leaders, following New Testament practice.

*** The Baptism of Believers only by Immersion**

We believe that Baptism is an ordinance of the Lord Jesus Christ. It is a public declaration of a person's faith in Jesus Christ as Lord and Saviour. In accordance with New Testament Scripture it should be administered only by total immersion, which symbolises the believer's identification with Christ in death, burial and resurrection, the remission of sins and the believer's dedication to God to live and walk in newness of life.

*** The Communion**

We believe that the Lord's Supper is an ordinance of the Lord Jesus Christ instituted by Him to be celebrated with the elements of bread and wine by believers in Christ until the end of the age. It commemorates and declares our thanks for the Lord's substitutionary death. The celebration of the ordinance expresses our fellowship with and in the Lord Jesus Christ as members of the Body of which He is the Head.

The Return of the Lord Jesus Christ

We believe at the end of this age, according to His promise, Jesus Christ will return personally and visibly in His glory to the earth. The full consummation of the Kingdom of God awaits His return.

The Resurrection of the Dead

We believe at the end of the age, there is to be a resurrection both of the righteous and the unrighteous. After death the bodies return to dust, but their spirits return immediately to God – the righteous to be with Him and the unrighteous to be reserved for the judgment.

Rewards and Punishments in a Future State

We believe God has appointed a day of final judgment for the world. At that time Jesus Christ will judge every person and each will receive reward or punishment according to their deeds. Those judged righteous, in their resurrected and glorified bodies, will receive their reward and will dwell forever in Heaven with the Lord. The unrighteous will be consigned to Hell, the place of everlasting punishment.

* Variations to these clauses will be accepted to allow for different convictions about these two beliefs.

Are there any areas of disagreement with the Aims or the Statement of Beliefs? Yes No

If yes, please give details.

(Father/Guardian signature)

(Mother/Guardian signature)

(Family name printed)

(Date)

■ PRIVACY ACT – Collection Notice to Parents/Carer

1. The College collects personal information, including sensitive information about students and parents/carers before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your child/children and to enable them to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a student to another school. This includes to other schools, government departments, the College Board, medical practitioners, and people providing services to the College (including specialist visiting teachers, [sports] coaches, volunteers and counsellors) and anyone authorised by parents/carers to disclose information to and anyone to whom the College is required to disclose the information by law.
6. Personal information collected from students is regularly disclosed to their parents/carers.
7. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The College's Privacy Policy sets out how parents/carers or students may seek access to personal information collected about them. However, 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 College's duty of care to the student, or where students have provided information in confidence.
9. The College's Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
10. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College'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.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines [and on our website]. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in College newsletters and magazines [and on our website]
12. If you provide the College 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 the College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.
13. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.

Please indicate below, by signing in the appropriate area, whether or not you are willing to give your permission for the College to use and publish the names, photographs and academic work of your child within and outside the College community for school promotional purposes.

I / we give permission

(Father/Guardian signature) (Mother/Guardian signature) (Family Name printed) (Date)

OR

I / we do not give permission.

(Father/Guardian signature) (Mother/Guardian signature) (Family Name printed) (Date)