



Enrolment Application

All things through Christ

Endeavour Christian College
Christian Community Ministries
ABN: 96 105 961 135

Enrolment Process

First Contact

Contact Us!

- Face to face, phone or email enquiry
- Attend a tour of the College
- Attend an information session

Commence the Enrolment Process



- Application can be submitted by post, email or in person
- To ensure a timely enrolment process please include:
 - Application form
 - Child's birth certificate
 - Recent reports & relevant information

Enrolment Consideration



- The College will review the application
- Further testing may be required for some students

Enrolment Interview



- The College will contact you to arrange a suitable time
- You will meet with a Senior Staff member

Securing a Placement



- The College will contact you to advise if a place is secured. If so,
 - Required forms are to be submitted
 - College will issue Enrolment Contract to be signed and submitted by you.
 - Confirmation *Fee is paid

Getting Ready for Day 1

day 1

- Registrar will arrange a start date with you
- You will receive an information letter and receipt
- Purchase uniforms and booklists

*This fee will be credited to your fee account. This is non-refundable.

Student Information

Surname _____

First Names _____

Preferred First Name _____

Sex (as per birth certificate) ☐ Female ☐ Male

Note: Uniforms, use of amenities and other single-sex functions of the College will be determined by the birth certificate sex of the child.

Date of Birth _____

Student's Residential Address _____

Student's Mobile Phone Number _____

Country of Birth ☐ Australia ☐ Other _____

Is your child an Australian Citizen? ☐ Yes (Please provide birth certificate and citizenship documents)

OR New Zealand Citizen ☐ Yes (Please provide birth certificate and visa documents)

OR What is the child's Citizenship? _____

Visa Sub-class: _____
(Please provide Birth Certificate, Visa and Passport)

Language spoken at home ☐ English ☐ Other _____

Is your child of Aboriginal or Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander

When do you want your child to start at the College? eg Jan 2017 _____

In what year level will your child start? eg Year 1 _____

Present School _____

Present Year Level eg Year 1 _____

Present Church/Youth Group/Kids Club etc. _____

School History

Name of Schools/Childcare/Kindergarten attended previously	Year Level	Years (eg 2000 – 2005)	Full-time or part-time

Student Learning and Development

To enable us to have Nationally Consistent Collection of Data, please complete the following:

Has your child ever repeated a year level? ☐ Yes ☐ No

If yes, please give details _____

Has your child ever been accelerated (skipped a year)? ☐ Yes ☐ No

If yes, please give details _____

Has a specialist ever assessed the student for exceptional development, learning or behavioural characteristics? ☐ Yes ☐ No

If yes, please give details and attach any related documentation _____

Does your child have a special need? If yes, please identify type.	Yes	No
ADD/ADHD		
Anxiety Disorder		
Auditory Processing Difficulty		
Autism/Aspergers		
Dyslexia		
Eating Disorder		
Foetal Alcohol Syndrome		
Hearing Impairment		
Intellectual Impairment		
Learning Difficulty		
Mental Health Concerns		
Non Verbal Learning Disorder		
Post-Traumatic Stress Disorder		
Physical Impairment		
Reactive Attachment Disorder		
Social/Emotional		
Self-Harm		
Speech/Language Difficulty		
Vision Impairment		
Other (please give details)		

If your child has one of the listed special needs, how does it impact on the student as a learner and in the school environment? Please attach details.

Has your child ever received "Learning Support" assistance?

☐ Yes

☐ No

If yes, for what subjects/skill areas? _____

Has your child ever been ascertained or had an EAP (Education Adjustment Program) or an IEP (Individual Education Plan)?

☐ Yes

☐ No

If yes, for what subjects/skill areas? _____

Has your child ever been suspended, expelled or excluded from another school or childcare facility?

☐ Yes

☐ No

If yes, please give details? _____

Has your child ever been involved in disciplinary action resulting from involvement in/with bullying, fighting, drugs, alcohol or tobacco?

☐ Yes

☐ No

If yes, please give details? _____

Are there any other facts that the College should know about your child?

☐ Yes

☐ No

If yes, please give details? _____

Physical Development and Health

Has physical development been normal?

☐ Yes

☐ No

If no, please give details _____

Has your child had a hearing check?

☐ Yes

☐ No

If yes, does your child have any issues and/or need to wear any device? _____

Has your child had a vision check in the last two years?

☐ Yes

☐ No

If yes, does your child have any issues and/or need to wear lenses? _____

List any medication which your child is taking regularly. _____

Other important medical information which the College should be aware of _____

Various health conditions may impact student learning. Please indicate 'yes' for any condition the student has and provide details including any action to be taken if required. Please attach additional information where necessary.

Health Condition	Yes	No	Details Please provide information for any condition to which you answer Yes. Include any action to be taken if required. Please attach additional information where necessary.
Allergies <ul style="list-style-type: none"> • Foods • Ointments • Band-aids/elastoplasts • Penicillin • Other drugs • Anesthetic • Plants • Animals • Any Other 			
Anaphylaxis			
Asthma or Respiratory Problems			
Puffer/Spacer required			
Back, Bone, Joint or Muscular Problems			
Behavioural/Emotional Disorders			
Blood Pressure			
Brain or Head Injury			
Blackouts/Dizzy Spells			
Cancer			
Chronic Fatigue			
Convulsions			
Diabetes			
Epilepsy			
Glandular Fever			
Hay Fever			
Heart Problems			
Kidney Problems			
Migraine			
Phobias			
Recent Illness			
Skin Problems			
Surgical Operations			
Tourette Syndrome			
Travel Sickness			

Additional Information

Please attach copies of the following information:

- | | |
|---|--|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> NAPLAN Results (for Years 3,5,7 and 9) |
| <input type="checkbox"/> Bus Application Form (if applic) | <input type="checkbox"/> ESL Assessment (if applic) |
| <input type="checkbox"/> ASC Application Form (if applic) | <input type="checkbox"/> Special Needs Documentation/
Paediatrician Reports/IEP etc.(if applic) |
| <input type="checkbox"/> Court Documents (if applic) | <input type="checkbox"/> College testing results eg: PAT Test,
Brigance or equivalent |
| <input type="checkbox"/> Medical Information | <input type="checkbox"/> Technology Loan Agreement (if applic) |
| <input type="checkbox"/> School Reports – Most recent | |

Secondary Students (Years 10, 11 and 12) may also need to meet with Careers Advisor– for Subjects and pathways discussion.

Potential students may be required to undertake testing so that the student's education needs can be evaluated along with a review of report cards and other previous learning results.

Family Information

Person 1 – Responsible for Child's Education and Contract with the College

Relationship to Child ☐ Mother ☐ Father ☐ Other _____

Title _____

Surname _____

First Name _____

Home Address _____

Postal Address _____

Proof of Address (eg: Drivers Licence, Passport, other Photo ID, Centrelink Documents) _____ ☐

Home Phone Number _____

Mobile Number _____

Email Address _____

Occupation _____

Work Place _____ Work Phone _____

Country of Birth ☐ Australia ☐ Other _____

First Language/ spoken at home ☐ English ☐ Other _____

Aboriginal or Torres Strait Islander Origin ☐ No ☐ Aboriginal ☐ Torres Strait Islander

Are you the legal guardian of the child? Yes ☐ No ☐ If No, please give details

Is this child in the care of the state? Yes ☐ No ☐ If Yes, please give details

Are there any court orders or legal documentation relating to this child? Yes ☐ No ☐

If yes, please give details and copies of documentation? _____

The College has a Christian Faith Foundation.

- ☐ I share a Christian Faith and I am willing to support the Christian Ethos of the College.
- ☐ I do not share a Christian Faith but will support the Christian Ethos of the College.

Person 2 – Responsible for Child's Education and Contract with the College

Relationship to Child ☐ Mother ☐ Father ☐ Other _____

Title _____

Surname _____

First Name _____

Home Address _____

Postal Address _____

Proof of Address (eg: Drivers Licence, Passport, other Photo ID, Centrelink Documents) _____ ☐

Home Phone Number _____

Mobile Number _____

Email Address _____

Occupation _____

Work Place _____ Work Phone _____

Country of Birth ☐ Australia ☐ Other _____

First Language/ spoken at home ☐ English ☐ Other _____

Aboriginal or Torres Strait Islander Origin ☐ No ☐ Aboriginal ☐ Torres Strait Islander

Are you the legal guardian of the child? Yes ☐ No ☐ If No, please give details

Is this child in the care of the state? Yes ☐ No ☐ If Yes, please give details

Are there any court orders or legal documentation relating to this child? Yes ☐ No ☐

If yes, please give details and copies of documentation? _____

The College has a Christian Faith Foundation.

☐ I share a Christian Faith and I am willing to support the Christian Ethos of the College.

☐ I do not share a Christian Faith but will support the Christian Ethos of the College.

Other Authorised Adults who may have involvement with the child while at school

Relationship to Child ☐ Mother ☐ Father ☐ Other _____

Title _____

Surname _____

First Name _____

Home Address _____

Home Phone Number _____

Mobile Number _____

Email Address _____

Occupation _____

Work Place _____

Work Phone Number _____

Are there any other details you would like to tell us: _____

Other Family Members

Other Children in the family – not enrolled with this College

Name: _____ D.O.B. _____ age _____

Name: _____ D.O.B. _____ age _____

Name: _____ D.O.B. _____ age _____

Name: _____ D.O.B. _____ age _____

Other Children in the family - studying at this College?

Name: _____ Year Level _____

Name: _____ Year Level _____

Name: _____ Year Level _____

Has your family had any previous involvement in the College ☐ Yes ☐ No

If yes, please give details? _____

Emergency Contact other than parents

Relationship to Child	<hr/>		
Title	<hr/>	Sex	Male / Female
First Name	<hr/>		
Surname	<hr/>		
Home Address	<hr/>		
	<hr/>		
Home Phone Number	<hr/>		
Mobile Number	<hr/>		
Email Address	<hr/>		
Occupation	<hr/>		
Work Place	<hr/>	Work Phone	<hr/>
Are there any other details you would like to tell us: <hr/>			
<hr/>			

Request and Agreement to Enrol

NOTE: Whilst the family section of the enrolment form may be completed on behalf of multiple children, this form needs to be personally signed for each student you are enrolling.

I/We would like to enrol my child at the College on the following basis.

1. The College collects information about pupils and parents or guardians before and during the student's enrolment at the College. This information is treated in accordance with our Standard Collection Notice and Privacy Policy, both of which are available on our College website.
2. Every student will be enrolled subject to one semester's probation. Following the successful completion of a semester, the probation will be deemed to have been passed.
3. I/We agree, within a reasonable timeframe following confirmation of enrolment, to attend an information session designed to give us a more in-depth understanding about the ethos of the College and the fundamentals of the Christian Faith which underpin this.
4. I/We agree to allow the student to participate fully in the life of the College.
5. I/We commit to support the visions and goals of the College at all times.
6. I/We agree to encourage our student(s) to behave in a way which is consistent with the expectations of the College as set out in various College policies.
7. I/We commit to following established College processes when dealing with any concerns that I/we may have with the College.
8. I/We agree to empower the Principal to discipline the student whilst at the College.
9. I/We agree for the College to contact the referees below to seek referee statements to confirm any aspect of this enrolment.
10. I/We agree that this enrolment is only valid whilst our financial obligations to the College are being met.
11. ☐ I/We have read the College Privacy Policy including the section regarding the use of student photographs.

Person 1 – Responsible for Child's Education and Contract with the College

Name _____

Signature _____ Date _____

☐ I am to be listed as a responsible person for payment of tuition fees.

Person 2 – Responsible for Child's Education and Contract with the College

Name _____

Signature _____ Date _____

☐ I am to be listed as a responsible person for payment of tuition fees.

Referee Details

Name _____	Name _____
Phone _____	Phone _____
Email _____	Email _____
Relationship with Family _____	Relationship with Family _____

Government Data Collection

Schools are required by government authorities to collect other statistical information on their behalf. This should be seen as routine and of no cause for any reservation. If you have any concerns about supplying this information, please contact us.

The following information is required by the government for reporting purposes ...

What is the highest year of primary or secondary school the parents / guardians have completed?

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

<i>(Mark one box only in each column)</i>	Mother/Parent 1/Guardian 1	Father/Parent 2/Guardian 2
Year 12 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent.....	<input type="checkbox"/>	<input type="checkbox"/>

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

<i>(Mark one box only in each column)</i>	Mother/Parent 1/Guardian 1	Father/Parent 2/Guardian 2
Bachelor degree or above.....	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma / Diploma.....	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificates).....	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualifications.....	<input type="checkbox"/>	<input type="checkbox"/>

From the information given on the following page please answer these questions:

What is the occupation group of the mother/parent 1/guardian 1?

What is the occupation group of the father/parent 2/guardian 2?

- Please select the appropriate parental occupation group from the attached list.
- 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.

Government Data Collection

List of Parental Occupation Groups

Group 1: Senior management in large business organisation, government administration and defence, and 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 and 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 and skilled office, sales and 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/refuge/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 and related workers

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

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, 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]

Parental Consent Form

I give consent for photos to be taken of my child/children during the following events for the purposes of being used as promotional material for the College (including the College website) and possible publication in the College newsletter, ECC Facebook page, local newspaper and/or district, regional, State or inter-State newspapers or sporting newsletters:

Local, district, regional, State and inter-State sporting events
Discovery festival and ANZAC parade
Excursions, camps and class activities
Other relevant College-based approved activities

I also give consent for essays and/or poems to be published in the College newsletter, ECC Facebook page and/or local newspaper; and for Art pieces to be exhibited at local shows. This consent will remain in place for the full term of my child's/children's enrolment at the College.

Yes [☐] No [☐]

Student/s covered by this consent (list all siblings in your family attending Endeavour Christian College):

1. First name	Surname
2. First name	Surname
3. First name	Surname
4. First name	Surname
5. First name	Surname

Father's/Guardian's full name (please print) _____

Signature _____ Date _____

Mother's/Guardian's full name (please print) _____

Signature _____ Date _____

Endeavour Christian College is a ministry of Christian Community Ministries Ltd
12 Charles Street | PO Box 110 | Cooktown Qld 4895
Phone (07) 4082 0600 | Email mail@endeavour.qld.edu.au | ABN 96 105 961 135

COMPUTER ACCEPTABLE USE POLICY

At Endeavour Christian College our goal is to have appropriate, effective and reliable Information Communication Technology (ICT) infrastructure to support students' learning at College and at home. It is expected students will use the College's digital resources responsibly at all times to assist and enhance learning in their courses.

Acceptable use is in keeping with the accepted philosophy and standards of the College and the laws of the Commonwealth of Australia. This extends to acknowledging digital information sources in accordance with copyright laws by using College guidelines for references and bibliographies.

IT IS THE COLLEGE'S EXPECTATION THAT STUDENT USE OF DIGITAL RESOURCES WILL ALWAYS BE RELATED TO THE COLLEGE CURRICULUM AND AUTHORISED COLLEGE ACTIVITIES

To support learning using digital resources, the College will endeavour to provide students with:

- Access to online learning sites via the College network
- Access to hardware and software support as appropriate

Students are expected to fulfil their responsibility for maintaining a positive, supportive and productive learning environment, at all times, by:

- Taking personal responsibility for their own computer, both at school and at home, at all times
- Ensuring their own personal computer is:
 - stored, carried and used in an appropriate computer case
 - available for use at school every day
 - securely locked in lockers, or kept on their person, when not in use during the school day
 - stored safely at home when not in use
- Protecting their personal College assigned network passwords by not sharing the password with friends in or out of school
- Following teacher instruction with regards to appropriate and timely use computers.
- Promptly informing the College of damage to, breakdown or loss of computers or power cables
 - informing the College as soon as possible, along with providing an explanation of the problem
 - giving College access to the computer in question as soon as possible
- Only allowing College approved Computer Applications (Aps) to be installed

- Adhering to ECC, State, and Federal Government laws regarding plagiarism, defamation, access to and use of illegal software, sites and materials

This responsibility is acknowledged and the provision of a computer is enabled when parents/guardians and students sign the College Acceptable Use Policy agreement below and it is returned to the Principal.

**STUDENTS MUST PRESENT THIS AGREEMENT TO THE TEACHER
FULLY SIGNED, TO RECEIVE AN INDIVIDUALLY-ASSIGNED LAPTOP**

PARENT/GUARDIAN AND STUDENT AGREEMENT

Having carefully read the conditions of the Endeavour Christian College Computer Acceptable Use Policy, we understand our responsibilities with regard to student access to and use of College digital resources, and agree to comply with and support the College in these matters.

Parent/Guardian Name(s)
(please print)

Signature(s)

_____/_____/2019

_____/_____/2019

Student Name
(please print)

Signature

_____/_____/2019

This agreement has been received and processed on behalf of the College by:

Principal

Signature

Peter Connell

_____/_____/2019



Endeavour Christian College

2019 Schedule of Fees

Tuition Fees	Annual Fee
Prep to Year 6	\$3,540
Year 7	\$3,740
Year 8 to Year 10	\$4,450
Year 11 and Year 12	\$4,490
Tuition fees also include secondary text book levy.	

Sibling Discounts

Second student	\$400 discount on Primary tuition charges
	\$600 discount on Secondary tuition charges
Third and subsequent students	No charge for tuition fees

Payment Discount

Full payment by February 15, 2019	\$150 discount per fee-paying student
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Approved Payment Options

Payment in full (see above)
Payment by Direct Debit, Credit Card Authority or Centrepay
The frequency and amount of direct debit payments are arranged to suit individual financial situations
Pro-rata discounts apply for students commencing after the beginning of Term 1

Please note:

1. The College reserves the right to charge \$150 per fee paying student per annum where accounts are paid by any other method not approved by the College. This will be applied pro-rata at the end of each school term, based on a review of your account.
2. Any bank fees in relation to returned direct debits or Payway payments will be on-charged on the fee statement at the discretion of the College.

Additional Costs

Ancillary learning materials (incl. paper materials, stationery, textbooks, software licensing etc.): \$120 per student
Camps (Years 3 to 12), tours and extra-curricular excursions
Instrumental music tuition (if required)
Uniforms

Additional Notes

Please refer to your Enrollment Contract as well as the Student Handbook for more information on Uniform Policy and our Enrollment Termination process.



Direct Debit / Credit Card Payment Request

By signing this document, I/we authorise Endeavour Christian College (a Ministry of Christian Community Ministries Ltd ABN 96 105 961 135), Direct Debit User Number 318206, the Direct Debit User, to debit my/our account, detailed in the schedule below, with any amount, through the Direct Debit System, I/we must pay you when due under the agreement between us.

Financial Institution Name: _____ Branch: _____

Name on the Account: _____

BSB Number: _____

Account Number: _____

Frequency of Debits: *Please circle*

Weekly Fortnightly Monthly
Thursday Friday

First Payment Date: _____

(This authority is to remain in force until further notice if no final payment date is specified)

Debit Amount: \$ _____

Customer's Signature(s): _____ Date: _____

Customer's Name: _____

Address: _____

Phone Number: _____

Email: _____



PRIMARY SCHOOL (Prep - Yr 6)

- Primary Polo
- College Shorts
- Full Black shoes (joggers/leather)
- Navy Socks



MIDDLE SCHOOL (Yr 7 - Yr 9)

- Middle School Polo
- College Shorts
- Full Black shoes (joggers/leather)
- Navy Socks



SENIOR SCHOOL (Yr 10 – Yr 12)

- Formal Shirt
- Formal Shorts
- Full Black shoes (joggers/leather)
- Navy Socks



SENIOR SPORTS (Yr 10 – Yr12)

- Senior Polo
- College Shorts
- Full Black shoes (joggers/leather)
- Navy Socks
- Please Note: Seniors are to wear sports uniform on Sports Days only.

WHAT NOT TO WEAR

- No Mary Jane Type shoes.
- No excess jewellery
- No colourful hair accessories
- No hair dye

Please refer to our school policies in the student handbook for more information.



No Mary Jane type shoes



No colourful hair accessories



No excess Jewellery

