



KINROSS WOLAROI
SCHOOL

Exchange Student Enrolment Form

OFFICE USE

Student Name

Academic Year

Entry Date

Day / Boarder

Bond (\$500)

Passport copy

Date:
Receipt:

STUDENT DETAILS

Surname		
Given names		
Preferred name (known as)		
Date of birth		
Current age		
Gender		
Nationality		Please provide a copy of the student's passport.
Country of birth		
Country of Citizenship		
Passport number		
Passport Expiry		
Visa status/number (if applicable)		Please provide a copy of your visa.
Visa class (if applicable)		
Visa expiry (if applicable)		
Language/s spoken at home		
Current academic year level		
Present school (if any)		
Location of present school (if any)		

EDUCATION AND LEARNING NEEDS

Has the student taken part in any extension or gifted and talented children's program?	<input type="radio"/> Yes	<input type="radio"/> No
Does the student have any special learning needs?	<input type="radio"/> Yes	<input type="radio"/> No
Does the student have a disability, including an intellectual, physical, mental, behavioural or emotional disability?	<input type="radio"/> Yes	<input type="radio"/> No
Has the student ever received support from a therapist or other specialist, such as a speech therapist, occupational therapist, physiotherapist, behavioural therapist, psychologist etc?	<input type="radio"/> Yes	<input type="radio"/> No
Does the student have any medical conditions or allergies?	<input type="radio"/> Yes	<input type="radio"/> No
Has the student undertaken any testing, the results of which may be relevant to the student's education?	<input type="radio"/> Yes	<input type="radio"/> No
Is the student's first language a language other than English?	<input type="radio"/> Yes	<input type="radio"/> No

If you have replied Yes to any of the questions above, please give details and provide any applicable documentation:

HOBBIES & INTERESTS

Please list some of the student's interests and/or hobbies.

PARENT/GUARDIAN/CAREGIVER DETAILS

CAREGIVER 1

Tick if this is the primary contact for communication regarding the enrolment process.

CAREGIVER 2

Tick if this is the primary contact for communication regarding the enrolment process.

Title						
Surname						
Given names						
Preferred name (known as)						
Relation to student	<input type="radio"/> Father	<input type="radio"/> Mother	<input type="radio"/> Father	<input type="radio"/> Mother		
	<input type="radio"/> Step-Father	<input type="radio"/> Step-Mother	<input type="radio"/> Step-Father	<input type="radio"/> Step-Mother		
	<input type="radio"/> Father's Partner	<input type="radio"/> Mother's Partner	<input type="radio"/> Father's Partner	<input type="radio"/> Mother's Partner		
	<input type="radio"/> Foster Carer	<input type="radio"/> Case Worker	<input type="radio"/> Foster Carer	<input type="radio"/> Case Worker		
	<input type="radio"/> Guardian	<input type="radio"/> Other	<input type="radio"/> Guardian	<input type="radio"/> Other		
Preferred email						
Residential address						
Postal address (if different to above)	Suburb			Suburb		
	State	Postcode			State	Postcode
Home phone number	Suburb			Suburb		
	State	Postcode			State	Postcode
Fax number						
Mobile number						
Employer name						
Profession/Occupation						

ENROLMENT PROCESS

I/we confirm that:

- The information provided in this document is true and correct;
- We have read and understood the current Exchange Student Enrolment Terms and Conditions for Kinross Wolaroi School; and
- We apply for enrolment of the Student at Kinross Wolaroi School on these terms.

Signature of Caregiver 1		Date	
Signature of Caregiver 2		Date	

All caregivers must sign the Exchange Student Enrolment Form.

EXCHANGE STUDENT ENROLMENT TERMS AND CONDITIONS

Students are enrolled at the School on the terms and conditions set out below.

1. ENROLMENT

- 1.1 An offer of enrolment is for the agreed Exchange period.

2. FEES AND CHARGES

- 2.1 Caregivers must pay a \$500 bond to cover incidental costs for the duration of the Exchange.
- 2.2 All medical and ambulance expenses incurred by the School on behalf of the Student are the expense of the Caregivers.
- 2.3 The Caregivers agree to reimburse the School for all liability, loss, costs and expenses (including, without limitation, legal fees and debt recovery agents) in connection with any failure to pay the fees and charges.
- 2.4 The Caregivers agree to continue paying their school fees at the student's current school for the duration of the Exchange.
- 2.5 If a student doesn't abide by the Student Code of Conduct, the family will be required to pay all costs associated with the early return of the Student from the Exchange Program.

3. STUDENT'S OBLIGATIONS

Students are required to have high standards of behaviour and:

- (a) abide by the Student Code of Conduct and any other School policies or rules as they apply from time to time;
- (b) behave courteously and considerately to each other and to staff at all times;
- (c) not do anything which may adversely affect the reputation of the School, including in print and electronic media;
- (d) support the goals and values of the School;
- (e) attend and, as required participate in:
 - (i) assemblies;
 - (ii) the School sports program;
 - (iii) important School events as determined by the Principal; and
 - (iv) camps and excursions that are integral to the curriculum;
- (f) wear the School uniform provided by the School for the length of the student's stay as prescribed and follow standards of appearance in accordance with the School guidelines and the expectation of the School community; and
- (g) attend the School during School hours, except in the case of sickness or where leave not to attend has been given.

4. CAREGIVERS' OBLIGATIONS

Caregivers:

- (a) are required to assist and require the Student to comply with the above requirements of students;
- (b) must support the goals and values of the School;
- (c) must read the Weekly Bulletin and any other specific communication or portal/website the School notifies the Caregivers that they must regularly review;
- (d) must accept and abide by the requirements and directions of the School Council and the Principal relating to the Student or students generally and not interfere in any way with the conduct, management and administration of the School;
- (e) while on the School premises, or attending School activities elsewhere, must comply with School procedures, the requests of staff, and with any applicable

code of conduct of the School or any sporting association of which the School is a member, and encourage others attending in relation to the Student to do the same;

- (f) must advise the School in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Form (including any change to the person to whom accounts are to be sent), within one (1) month of such change; and
- (g) must communicate with students, parents, visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time to time.

5. EXCLUSION

- 5.1 The Student may be temporarily or permanently excluded from the School by the Principal (or any person authorised by the Principal to take such action) at his or her absolute discretion if they consider the Student has:
- (a) breached the Student Code of Conduct or the School's rules or policies in place from time to time; or
 - (b) otherwise engaged in conduct which is prejudicial to the School, its students or staff.
- 5.2 The Student may also be permanently excluded from the School if the Principal considers that a mutually beneficial relationship of trust and co-operation between a Caregiver and the School has broken down to the extent that it adversely impacts upon that relationship.
- 5.3 Before the School exercises its power to exclude a Student it will provide the Student and Caregivers with details of the conduct which may result in a decision to exclude the Student and provide them with a reasonable opportunity to respond.
- 5.4 Should the student need to change their return flights home, the cost of the change will be at the expense of the Caregivers.

6. COURSES AND ACTIVITIES

The School determines which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. The School's academic and other programs and activities may be changed without notice at any time. This may include discontinuance of teaching subjects and other programs.

7. SPECIAL NEEDS

The Caregivers must fully disclose any special needs or changes in special needs of the Student (including but not limited to any medical, physical, learning or psychological needs) in the Enrolment Form, and subsequently as soon as they become aware of those special needs or changes in special needs.

8. MEDICAL CONDITIONS AND TREATMENT

- 8.1 Caregivers must complete and return a Student Medical Form as required by the School prior to the commencement of the Student and as required by the School from time to time. Caregivers must keep the School informed of any changes to the Student's health as reflected on the Student Medical Form and provide any medical information required by the School including medical reports.
- 8.2 Caregivers must notify the School immediately if the Student has a communicable infection or condition.

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- 8.3 If the Student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if the Caregivers are not readily available to authorise such treatment, the Caregivers authorise the Principal or, in the Principal's absence, a responsible member of the School staff to give the necessary authority for such treatment.
- 8.4 It is compulsory for all Exchange students to contribute to private health cover for the duration of their course up to and including 15 March after course completion. Health Cover must be paid in advance as per the Acceptance of Enrolment/Written Agreement.

9. PROPERTY

- 9.1 The Student's personal property is not insured by the School, and the School does not accept any responsibility for loss of or damage to the Student's personal property.
- 9.2 The Principal may search the Student's bag, locker or other possessions where the Principal considers there are reasonable grounds to do so.

10. PRIVACY AND EX STUDENTS DATA BASE

- 10.1 The Caregivers acknowledge that the School may from time to time collect personal information about Caregivers and Students before and during the course of a Student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the Student and to enable them to take part in all the activities of the School, but is also relevant for the Student's education, health, care, welfare and development.
- 10.2 Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care. Laws governing or relating to the operation of the School require certain information to be collected and disclosed. This includes relevant education, health and child protection laws.
- 10.3 Health information about Students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act.
- 10.4 The School from time to time discloses personal and sensitive information about the Caregivers and the Student to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
- 10.5 The School may store personal information about the Caregivers and the Student in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
- 10.6 The School's Privacy Policy, as displayed on the School's website, or as otherwise published sets out how Caregivers and Students may seek access to personal information collected about them. The School's Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
- 10.7 From time to time, the School engages in fundraising activities. Information received from the Caregivers may be used to make an appeal to Caregivers. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. The School will not disclose Caregivers personal information to third parties for their own marketing purposes without the Caregivers consent.

- 10.8 On occasion, information such as academic and sporting achievements, Student activities and similar news is published in School programs, records of achievement, newsletters and magazines and on the School's website, including the School's social media presence. This may include publication in newspapers or other public media arranged by the School. Photographs, audio, video or other digital media of Student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on the School's website. The Caregivers consent to the Student being identified (including being named, photographed, recorded in audio, video or other digital media) in material used to promote the School (eg in School programs, records of achievement, publications, digital media or the School's or affiliate's websites) unless the Principal has been advised or is advised in writing that the Caregivers do not give this permission. No student image and corresponding name will be included in any advertising material or vehicle without caregiver consent.
- 10.9 If the Caregivers provide the School with the personal information of others, such as doctors or emergency contacts, the School encourage the Caregivers to inform them that the information is disclosed to the School and why, that they can access their information if they wish and that the School does not usually disclose the information to third parties.

11. COURT ORDERS AND PROVISION OF REPORTS

- 11.1 The Caregivers are, where relevant, to provide to the School all current Family Court or other court orders relating to the Student. Such information will be dealt with in accordance with the School's Privacy Policy.
- 11.2 The School will send academic reports to the address or addresses notified by the Caregivers. If the Caregivers are separated or divorced, reports will be sent to each of the Caregivers on request to the address notified by each Caregiver unless there is an order of a court or an agreement that reports are to be sent to only one of the Caregivers.

12. GENERAL

- 12.1 The School may change these terms and conditions of enrolment at any time by giving the Caregivers two terms' notice.
- 12.2 The Caregivers' obligations to the School are joint and several.
- 12.3 In this document
- 'Caregivers' means the Student's parents or legal guardians, or, where the Student has only one parent or legal guardian, that parent or legal guardian;
 - 'Student' means the person identified on the Enrolment Acceptance Form as the Student;
 - 'Exchange' means the period of temporary enrolment specified in the Letter of Offer;
 - 'Letter of Offer' means the document issued by Kinross Wolaroi School specifying the terms of the Exchange;
 - 'Principal' means the principal or acting principal of the School, by whatever title she or he is known, and/or his or her nominee.