Citipointe Christian College

Citipointe Christian College INTERNATIONAL

**CITIPOINTE CHRISTIAN COLLEGE**

**STANDARD PERSONAL INFORMATION COLLECTION NOTICE (for Parents and Students)**

This notice explains how **Citipointe Christian College and Citipointe Christian College International** (henceforth also known as "**the College**"), handles the personal information of students and parents or guardians. The College is conducted by **Christian Outreach Centre trading as International Network of Churches (INC).** References to the College include the INC National Executive.

**How and why does the College collect personal information?**

1. The College collects personal information before and during the course of a student's enrolment at the College. This may be in writing, through technology systems or in the course of conversations. We may also collect personal information from third parties such as other Educational Institutions, Health Professionals and Medical Practitioners. The types of personal information the College collects includes sensitive information, which includes health information.

2. The primary purpose of collecting this information is to enable the College to provide schooling to students enrolled at the school, exercise its duty of care and perform necessary associated administrative activities, which will enable students to take part in all activities of the College.

3. The College has legal obligations which require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.

4. A student's enrolment may be delayed or prevented if the College cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.

5. 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 school and why.

**To whom does the College disclose information?**

6. The College may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:
   - other schools and teachers at those schools, including a school to which a student transfers to facilitate the transfer of the student;
   - government departments (including for policy and funding purposes);
   - medical practitioners;
   - people providing educational, support and health services to the College, including specialist visiting teachers, specialist advisors, sports coaches, volunteers, and counsellors;
   - organisations that assist us with fundraising (see para [11] below);
   - providers of learning and assessment tools;
   - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
   - the third party providers of our information management and storage systems (for the purpose of the providers providing services to the College in connection with the systems;
   - people providing other information technology services to the College (see also para [9] below)
   - people providing administrative and financial services to the school;
   - anyone you authorise the College to disclose information to; and
   - anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.

7. Personal information collected from students is regularly disclosed to their parents or guardians.

8. College activities and news (including student achievements) are frequently published in the College's journals, newsletters and magazines, on Citipointe Central or otherwise shared with the College community (current, future and past students, parents and teachers). This may include personal information (including photographs and videos) of students and parents involved in College activities such as academic and sporting events and achievements, concerts and plays, school camps and school excursions. The College will obtain permissions annually if we would like to include photographs or videos or other identifying material of students or parents in our promotional material or otherwise make this material available to the public such as on the internet.

9. The College uses a School Management System. This system is provided by a third party service provider. Personal information is stored with and accessible by the third party service provider for the purpose of providing services to the College in connection with the School Management System, for administering the education of students.

**Overseas Storage and/or Disclosure**

10. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some personal information may be provided to these service providers to enable them to authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the school's Privacy Policy.

**Fundraising**

11. The College may engage in fundraising activities. Your personal information 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.

**Your Rights and How to Complain**

12. The College's Privacy Policy, accessible on the College's website, sets out how you can:
    - seek access to and correction of your personal information which the College holds; and
    - make a privacy complaint and how we will handle the complaint.

Citipointe Christian College

# Overseas Students
# Tuition And Non-Tuition Fees 2026
**Fees are subject to yearly increase**

Citipointe Christian College INTERNATIONAL

The College is registered to take Overseas Students from Preparatory to Year 12.

**Primary Years Preparatory - Year 6**
Course Code: 071487F
**Junior Secondary Studies Years 7-10**
Course Code: 097391M
**Senior Secondary Years 11-12**
Course Code: 010045D

- An Application Fee of A$500 applies for all mainstream College applications.
- A student will be interviewed at the College if in Brisbane, or online if overseas, subject to academic reports indicating above average ability and an acceptable Duolingo English Test score.
- Alternative entry for students 12 years or older, where English is a Second/Additional Language, is by application to the Secondary School Preparation Program through the International College where applicable. (Please note that the Primary School Preparation Program is not currently offered).

| YEARS P – 6<br>Course Code: 071487F | YEARS 7 – 10<br>Course Code: 097391M | YEARS 11 – 12<br>Course Code: 010045D | **Cost Calculator**<br>AU$ |
|---|---|---|---|
| **AU$28,124 ($14,062)** | **Year 7-9 - AU$36,988 ($18,494)**<br>**Year 10 - AU$39,184 ($19,592)** | **AU$39,184 ($19,592)** | |
| **Per year (per semester)**<br>One Study period = One semester = Two Terms | | Two study periods = Two semesters = Four Terms = One year | |
| **ADMINISTRATION FEES** | | | |
| • | Application Fee (Non-refundable) | A$500 | |
| **NON-TUITION FEES : Compulsory College Costs** | | | |
| • | Uniforms (approximately)<br>Course duration | Approximately:<br>A$1,000 (Senior)<br>A$1,000 (Middle)<br>A$1,200 (Primary) | |
| • | Students will be required to purchase the appropriate Apple device compatible for use in the College with AppleCare+ Logitech case, Apple Pencil:<br>May need replacing after 2-3 years | A$1,200 (approximately) | |
| • | Stationery requirements | A$300 (approximately) per year<br>A$220 calculator for Secondary Senior | |
| **NON-TUITION FEES : Compulsory External Costs** | | | |
| • | QCAA (Queensland Curriculum and Assessment Authority) for yr 11 & 12 | AU$884.80 per year for yr 11 &12 | |
| • | Overseas Student Health Cover (OSHC):<br>Parents or agents must apply for OSHC for the student. For information on Australian health insurance companies refer to www.oshcaustralia.com.au | A$1,100 (approximately) per year x length of visa<br>(Subject to change depending on health cover cost for a particular year.) | |
| **NON-TUITION FEES : if required** | | | |
| • | Welfare Fee:<br>Payable $600 per semester where College issues a welfare letter | A$600 per semester | |
| • | Homestay<br>Payable $12,000 per semester in advance includes accommodation, 3 meals per day and supervision; excludes 4 weeks Christmas Holiday period. ( Holiday homestay Dec/Jan $4,500) | A$12,500 per semester | |
| • | Homestay Placement Fee | A$500 | |
| • | Homestay Relocation Fee | A$500 | |

| | | | |
|---|---|---|---|
| • | Accommodation Approval Fee<br>Living costs in Australia: the average international student in Australia spends about AU$360 per week on accommodation, food, clothing, entertainment, transport, international and domestic travel, telephone and incidental costs. | A$500 | |
| • | Bus fees (if required)<br>If one-way transport is required, the cost will be 50% of the fee, subject to availability | A$1,903 per semester per student | |
| **OPTIONAL EXPENDITURE** | | | |
| • | Certificate/Diploma per course | Approximately A$2,300 | |
| • | Co-Curricular Programs (by choice)<br>E.g. Instrumental Music, Speech and Drama, EAL, Tutoring, International tours (ISOP), Certificate / Diploma | A$2,000 per semester | |
| | | **Total cost of fees** | |

**All Prices are in Australian Dollars**

**APPLICATION FORM can be accessed on our website under Enrolments:**

https://citipointe.qld.edu.au/enrol/overseas-visa-students

**It is important to read the policies and information in the Overseas Student Handbook before applying.**

Citipointe Christian College

# PROCEDURE FOR ENROLMENT
(Subject to change without notice)

Citipointe Christian College INTERNATIONAL

1) Complete and return Application Form with $500 Application Fee (non-refundable), academic record translated into English, and copy of passport/visa (where available)

2) Application is then considered. If acceptance is being considered, you will be advised to arrange for a test if required, with AEAS or for assessment at the College.

3) After consideration of the AEAS assessment or College assessment, an interview with the Principal may be required. If a place is being offered a Written Agreement will be sent. It consists of a Letter of Offer detailing the course offered, the Contract of Enrolment and the Refund Policy. Other relevant policies are available on the College website, see https://citipointe.qld.edu.au/international-college/overseas-students-policies

4) To accept the Offer:
Return the Written Agreement signed as indicated. Do not pay the tuition fees until the College has received the signed Written Agreement.

   a) After returning the signed document (and not before):
   Pay one semester's fees (half the annual fee) prior to issue of Confirmation of Enrolment (CoE) Payments should be made direct to the College and not to an Agent. If enrolment does not proceed, the refund policy will apply (https://citipointe.qld.edu.au/international-college/overseas-students-policies)

   b) Arrange payment of Overseas Student Health Cover (OSHC). Health insurance for the student is required by legislation to cover the full expected length of the visa. OSHC should be organized by the student's family and at the student's own expense. A copy of the Health Cover must be provided to the College prior to or on arrival of the student.

   Should there be a need for early termination of health cover, the student is to apply directly to the insurer and keep the College informed of the termination.

   c) Other fees applicable are to be paid e.g. Homestay placement fees and Homestay fees in advance or Accommodation Approval Fee and Welfare Fee (see Homestay policy at https://citipointe.qld.edu.au/international-college/overseas-students-policies for more details)

5) Upon payment of semester's fees, an Electronic Confirmation of Enrolment (eCoE) is issued by the College. A Student Welfare letter is issued where required.

6) Uniforms and bus can be organized only after enrolment procedures are completed (see https://citipointe.qld.edu.au/enrol/getting-started-at-citipointe/overview#bus and https://citipointe.qld.edu.au/enrol/getting-started-at-citipointe/overview#uniform-store for more details)

7) Apply for a student visa by taking the eCoE form and Student Welfare letter with evidence of student health cover to your nearest Department of Home Affairs.

8) Advise the College of the student's expected date of arrival and flight details. On or before arrival, provide copies of the student's passport, visa and Overseas Student Health Cover.

9) Notice of at least Eight Tuition weeks is to be given of withdrawal of an enrolment. See the College Term calendar on the website. Otherwise eight weeks tuition fees in lieu may be retained/charged. Please refer to the Contract of Enrolment and Refund Policy (see http://citipointe.qld.edu.au/enrolment/policies/ and http://citipointe.qld.edu.au/discover-citipointe/general-policies/ for more details)

10) Payments for subsequent semester's fees will be sent by account from the Business Office. The second tuition fee payment for a course is not payable until 14 days before the commencement of the semester to which it relates. Otherwise, payments should be made prior to the end of the previous semester to ensure continuing enrolment.

Citipointe Christian College

# APPLICATION FOR OVERSEAS STUDENT ADMISSION

Primary Years P-6 Course Code: 071487F
Junior Secondary Studies Years 7-10 Course Code: 097391M
Senior Secondary Years 11-12 Course Code: 010045D

Citipointe Christian College INTERNATIONAL

## STUDENT DETAILS

| STUDENT NUMBER (Office Use Only) |
|---|
| |

| FAMILY NAME | PERSONAL NAMES | GENDER |
|---|---|---|
| | | Male / Female (circle one) |

| DATE OF BIRTH Day/month/year | COUNTRY OF BIRTH | NATIONALITY | LANGUAGE SPOKEN AT HOME |
|---|---|---|---|
| | | | |

| COUNTRY WHERE VISA APPLICATION WILL BE LODGED? | RELIGION | WHAT CHURCH DOES THE STUDENT ATTEND? |
|---|---|---|
| | | |

| ARE YOU AN AUSTRALIAN RESIDENT? | PASSPORT NUMBER | VISA NUMBER OR TYPE OF VISA | OVERSEAS HEALTH COVER REQUIRED? |
|---|---|---|---|
| Yes/ No (Please circle) | | | Yes/No |

| EXPECTED DATE OF ARRIVAL IN AUSTRALIA | EXPECTED COURSE START DATE | EXPECTED COURSE END DATE | MAINSTREAM LEVEL Please Circle : Primary<br>Prep / Year 1 / Year 2 / Year 3 / Year 4 /Year 5 / Year 6 |
|---|---|---|---|
| | | | Secondary<br>Year 7 / Year 8 / Year 9 / Year 10 / Year 11 / Year 12 |

| SCHOOLS PREVIOUSLY ATTENDED – PLEASE INCLUDE PRESENT SCHOOL | YEAR |
|---|---|
| | |
| | |

*Please attach student's academic reports translated into English

*PLEASE ATTACH COPY OF PASSPORT & VISA IF AVAILABLE

If the student is currently enrolled in another school or college in Australia, this application cannot be processed until a Letter of Release is obtained from the current school.

| SPECIAL INSTRUCTIONS FOR COLLEGE CORRESPONDENCE | |
|---|---|
| Who should Fee Accounts and School Reports be sent to? | Father, Mother, Guardian, Agent (circle two or more) |
| Email Address 1 | |
| Email Address 2 | |
| EMERGENCY CONTACT PERSON IN AUSTRALIA (English speaking – *this is a government requirement*) | |
| PHONE NUMBER OF EMERGENCY CONTACT IN AUSTRALIA | |

## FAMILY DETAILS

| **PARENT 1** | | | |
|---|---|---|---|
| FAMILY NAME | PERSONAL NAME | ENGLISH NAME | TITLE |
| | | | |
| COUNTRY OF BIRTH | LANGUAGE SPOKEN AT HOME | RELIGION | |
| | | | |
| OCCUPATION | BUSINESS NAME & ADDRESS | FIELD/INDUSTRY (e.g. Printing, Health, Building, Finance, Computer, Welfare, etc) | |
| | | | |
| HOME ADDRESS | | | |
| | | | |
| Home Phone: | Work Phone: | Home fax: | |
| Email: | Mobile: | Work fax: | |

| **PARENT 2** | | | |
|---|---|---|---|
| FAMILY NAME | PERSONAL NAME | ENGLISH NAME | TITLE |
| | | | |
| COUNTRY OF BIRTH | LANGUAGE SPOKEN AT HOME | RELIGION | |
| | | | |
| OCCUPATION | BUSINESS NAME & ADDRESS | FIELD/INDUSTRY (e.g. Printing, Health, Building, Finance, Computer, Welfare, etc) | |
| | | | |
| HOME ADDRESS | | | |
| | | | |
| Home Phone: | Work Phone: | Home fax: | |
| Email: | Mobile: | Work fax: | |

| HOW DID YOU HEAR ABOUT THE COLLEGE? | REASONS FOR SEEKING ENROLMENT AT THE COLLEGE |
|---|---|
| Please tick:<br><br>1 ☐ Word of mouth<br>2 ☐ Media<br>3 ☐ Schools' fair<br>4 ☐ Prospectus<br>5 ☐ Agent (please write name below) | Please rate 1 or more (1 being of most importance):<br><br>1 ☐ Academic excellence<br>2 ☐ Broad/balanced program<br>3 ☐ Co-education<br>4 ☐ Discipline<br>5 ☐ Friends in school<br>6 ☐ Location<br>7 ☐ Christian foundation & influence |

## ACCOMMODATION DETAILS

| Will the student be living with mother and/or father in Australia? | Yes / No<br>If yes, circle: Mother / Father |
|---|---|

| If yes, address in Australia | | |
|---|---|---|
| | | |
| Home Phone: | Work Phone: | Home Fax: |
| Email: | Mobile: | Work Fax: |

**OR**

| Does the student require the College to arrange Homestay accommodation? (Secondary Students only – Primary students must live with a parent)<br>**If yes, please fill out the Homestay Form on the next page.** | Yes / No |
|---|---|

**OR**

If the student will not live with parents or in a College homestay, please give the name and address of the person the student will live with.

**All accommodation must be approved by the College.**

| FAMILY NAME | PERSONAL NAMES | TITLE | RELATION TO THE STUDENT |
|---|---|---|---|
| | | | |

| COUNTRY OF BIRTH | LANGUAGE SPOKEN AT HOME | RELIGION |
|---|---|---|
| | | |

| OCCUPATION | BUSINESS NAME & ADDRESS | FIELD/INDUSTRY (e.g. Printing, Health, Building, Finance, Computer, Welfare, etc) |
|---|---|---|
| | | |

| ADDRESS | | |
|---|---|---|
| | | |
| Home Phone: | Work Phone: | Home fax: |
| Email: | Mobile: | Work fax: |

## ADDITIONAL INFORMATION

Is there anything about the student that you should bring to the College's attention?
For example: diet, medical condition, disability, allergies, behaviour.

*If you want the College to arrange homestay accommodation for you, please fill out this form.*

FAMILY NAME _____ PERSONAL NAME _____

DATE OF BIRTH _____ RELIGION _____

MALE / FEMALE

PLACE OF BIRTH _____ MOBILE PHONE _____

PARNET 1 NAME _____ PARENT 2 NAME _____

ADDRESS IN HOME COUNTRY

_____

_____

HOME TELEPHONE NUMBER _____ FAX _____

EMAIL _____

WHAT IS YOUR LEVEL OF ENGLISH? *(circle one*)

Beginner Elementary Intermediate Advanced

WHAT OTHER LANGUAGES DO YOU SPEAK?

_____

DO YOU SMOKE? YES / NO *(circle one*)

ARE YOU ALLERGIC TO CATS / DOGS / OTHER PETS? YES / NO *(circle one*)

DO YOU HAVE ANY ALLERGIES?

_____

CAN YOU SWIM? YES, VERY WELL / YES, A LITTLE / NO (*circle one*)

ARE YOU TAKING ANY MEDICATION AT THE MOMENT? WHAT IS IT AND WHAT IS IT FOR?

_____

_____

WHAT ACTIVITIES DO YOU ENJOY?

_____

_____

DESCRIBE YOUR FAMILY AND FRIENDS

_____

_____

Citipointe Christian College

**Overseas Student Medical Information**

Citipointe Christian College INTERNATIONAL

## STUDENT MEDICAL INFORMATION

**INTRODUCTION**

Medical information is collected strictly for the purpose of providing first aid for your student. The College is bound by the Privacy Act and complies with the Australian Privacy Principles. All information collected is private and confidential and is not released to anyone except for the purpose of providing first aid assistance or when requested by the medical authorities under emergency circumstances only.

Parents are encouraged to inform and provide the College with current and up to date medical information on their student's medical health. This is to ensure that the College is able to provide the appropriate first aid response if, and when the need arises.

**Completing and submission of medical information**

1. This form can be completed digitally, or download and print a copy of the form to fill in.
2. Return the completed and signed form to the College either at the Health Bay or Grace House Reception, or
3. Scan and email the completed form to healthbay@citipointe.qld.edu.au

**Note: Ensure that you have your name and signature at the end of the form. This is required for verification and compliance.**

**Please allow the College two working days to update information.**

**MEDICATION**

**Medication is only able to be administered by the College if a Medical Authorisation has been provided to the College.**

**Paracetamol (e.g. Panadol, Herron, Panamax) Only paracetamol which has been prescribed to the student by a medical practitioner and labelled accordingly can be administered by College staff.**

**A letter from the parent to administer medication will not suffice if medical authorisation cannot be confirmed. The parent should be advised that until medical authorisation can be confirmed, if they wish their child to receive medication during school hours, they will have to attend the school to take the responsibility for its administration.**

**For the College to be able to administer medication parents must complete *FORM 06 – Administration of Medication at the College* and submit it along with the appropriate Medical Authorisation to Health Bay.**

Under the Medicines and Poisons (Medicines) Regulation 2021 (Qld) the college is only able to administer the following medicines without medical authorisation in emergency situations.

- adrenaline auto-injector (Epi-Pen)
- inhaled asthma reliever (does not include Schedule 4 [S4] asthma preventive medication)
- naloxone
- glyceryl trinitrate



Christian Outreach Centre trading as Citipointe Christian College and Citipointe Christian College International
CRICOS Provider Code: 00996F

(ver 1.1 2026)

## STUDENT MEDICAL INFORMATION

**Student**: Surname _____ Full Name _____

Date of Birth (dd/mm/yyyy) _____ Gender _____

Student's Mobile _____ Student's Home Number in Australia _____

Home Address in Australia _____ Post Code _____

**HOW CAN THE COLLEGE CONTACT YOU IN CASE OF EMERGENCY?**

**Parent 1**: Title _____ Name & Surname _____

Telephone (Work) _____ Mobile _____

Telephone (Home) _____ Email _____

**Parent 2** : Title _____ Name & Surname _____

Telephone (Work) _____ Mobile _____

Telephone (Home) _____ Email _____

**1st Alternate Contact**: Name & Surname: _____

Relationship to Student _____ Mobile _____

**2nd Alternate Contact**: Name & Surname: _____

Relationship to Student _____ Mobile _____

**How does your student travel to school?** _____

(i.e. parent's car, school bus, public transport, walking or cycling)

**IN THE EVENT OF AN EMERGENCY EVACUATION OF THE SCHOOL PREMISES FOR ANY REASON, PLEASE INDICATE YOUR EMERGENCY EVACUATION TRANSPORT PREFERENCE:**

☐ ***Category A*** – Students authorised to leave immediately via their own means.

☐ ***Category B*** – Students traveling by College Bus. Students to be released to their bus if capable, younger students to be collected by a staff member to escort to the bus area.

☐ ***Category C*** – Students for immediate collection by parent or delegate*.

☐ ***Category D*** – Students who will remain at school to be collected by a parent or delegate* at a later time.

*__Delegate__: Name & Surname: _____

Relationship to Student _____ Mobile _____

Name of Family Doctor (if available) _____

Clinic Name _____ Phone _____

Student's Medicare Number _____ Position _____ Expiry Date _____

Private Health Provider _____ Membership Number _____

**DOES YOUR STUDENT SUFFER FROM ANY OF THE FOLLOWING? (If YES, please give details)**

Anaphylaxis _____

Respiratory problems _____

- Asthma/Hay fever _____

Allergies _____

- Bites/stings _____
- Food allergies/intolerance _____
- Drug/Ointment allergies _____

Diabetes/Hypoglycaemia _____

Epilepsy _____

Heart problems/ Blood disorders _____

Renal problems _____

Sensory

- Visual i.e. glasses _____
- Hearing/impairments _____
- Skin/ Eczema _____
- Speech/impairments _____

Headaches/ Migraines _____

Psychological/Anxiety/Phobias _____

Other emotional problems _____

Joint/Other skeletal information _____

Learning difficulties/ADD/ADHD etc. _____

HIV, Hepatitis A, B, C etc. _____

Travel Sickness _____

Period Pain _____

Recent Operations / Other illness _____

Any other (please specify) _____

**FURTHER MEDICAL INFORMATION**

Any further important medical information about your student

_____

_____

_____

_____

_____

_____

**MEDICATION**

Medication your student is taking

_____

_____

Any side effects your student may experience from their medication

_____

_____

**Medication is only able to be administered at the College if a Medical Authorisation has been provided to the College. Please complete *FORM 06a – Administration of Medication at the College – International Students* and submit it along with the appropriate Medical Authorisation to Health Bay. If medication needs to be administered to your child.**

## HOSPITALISATION

Details of any major surgeries or serious illnesses **and** hospitalisation in the last 3 years (including the date, reason and prognosis)

_____

_____

**Immunisation Records**

Where available, please provide a copy of the student's vaccination records Refer to https://www.qld.gov.au/health/conditions/immunisation/records/index.html for more information

**Food or Dietary Requirements**

☐ Intolerance to food _____

☐ Behavioural reaction _____

☐ Food preferences _____

**By signing this form, you give consent for the medical information supplied to be disclosed to College Staff and College Homestay parents.**

Parent/Guardian Signature _____

Parent/Guardian Name _____ Date (dd/mm/yyyy) _____

*Students in Homestay must have medical form signed by their parent/guardian – not Homestay Parent.*

**Please print a copy of this medical information for your personal record and return a completed copy to the College. Remember to update the College should your student's health needs change.**

Citipointe Christian College

Citipointe Christian College INTERNATIONAL

**FORM 6a – Administration of Medication at the College – International Students**

| | | | |
|---|---|---|---|
| Student's Full Name: | | | |
| Year Level: | | Date of Birth: | |
| Address: | | | |
| Medicare Number | | Card Expiry Date: | |
| Overseas Student Health Cover Provider | | Membership No. | |

Please tick the relevant box.

☐ **Asthma Reliever and Adrenaline Auto-Injectors (EpiPens):** You must also provide a doctor's plan, in English, for the child's care. Students can only have Asthma Reliever Medication and EpiPens if they have a doctor's plan.

☐ **Long-term Medication (prescribed for more than 30 days):** Write the start and end dates for the taking of the medication. You must also provide a doctor's plan, in English, for the child's care. The medicine must be prescribed by a doctor and labelled correctly. The medicine must be in its original packaging with a current pharmacy label indicating that it is prescribed medicine.

☐ **Medication administered as needed**: This includes medications like Paracetamol (e.g., Panadol, Herron, Panamax), antihistamines and vitamins. The medicine must be prescribed by a doctor and labelled correctly. The medicine must be in its original packaging with a current pharmacy label indicating that it is prescribed medicine.

☐ **Short-term Medication (prescribed for less than 30 days):** Write the start and end dates for the taking of the medication. The medicine must be prescribed by a doctor and labelled correctly. The medicine must be in its original packaging with a current pharmacy label indicating that it is prescribed medicine.

Note: Only **prescribed paracetamol** with proper labelling will be given. A letter from the parent won't be enough without confirmed medical authorisation. Medical authorisation is the medicine in its original packaging with a current pharmacy label indicating that it is prescribed medicine. If authorisation isn't confirmed, the medication cannot be given by the College.



Christian Outreach Centre trading as Citipointe Christian College and Citipointe Christian College International
CRICOS Provider Code: 00996F

(ver 1.1 2026)

1. Medical condition(s) of the child requiring regular treatment:

_____

_____

_____

2. Medication your child has (attached separate sheet if needed):

**Asthma Reliever and Adrenaline Auto-Injectors (EpiPens) - Please attach the care plan provided by the Doctor**

| Medication Name | dosage | Time/s of dosage | Special Instructions | Self-admin (Yes/No) | |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

**Long-term Medication- Please attach the care plan provided by the Doctor**

| Medication Name | dosage | Time/s of dosage | Special Instructions | Self-admin (Yes/No) | |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

**Medication administered as needed (such as paracetamol and antihistamines)**

| Medication Name | dosage | Time/s of dosage | Special Instructions | Self-admin (Yes/No) | |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

**Short-term Medication**

| Medication Name | dosage | Time/s of dosage | Special Instructions | Self-admin (Yes/No) | |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

3. Recommended restrictions on participation in school activities (e.g. sport, use of tools or machinery):

_____

_____

4. Recommended procedure in emergency/crisis situation:

_____

_____

5. Additional comments:

_____

_____

_____

**Consent by parent:**

- I understand it is my responsibility to provide the medication and equipment for its administration, and to ensure its immediate replenishment after use, or when it requires replacement.
- I understand the medication label must be issued for this event period *(i.e. date on packaging must be relevant to request period)*
- For asthma relievers & medication administered as needed, this form is valid up to December 31 of the current year or until the date of expiry (whichever is sooner).
- I understand that the information provided may be discussed by the Principal/or delegate with other members of College staff.
- I hereby give permission to the Principal/or delegate, at their discretion, to obtain relevant information from the Prescribing Doctor.
- I authorise the school to provide to ambulance / hospital authorities or qualified medical practitioner(s) information concerning any of the medications or conditions identified above.
- I accept and agree to observe the conditions imposed by the College and understand and agree that it is my responsibility to inform the Principal of any changes involving the administration of the medication.
- I understand the College staff administering the medication are not medical practitioners.

**This form must be signed by your child's doctor.**

**If the MEDICATION**

- **is prescribed for more than 30 days (Long-Term Medication); or**
- **is for asthma or anaphylaxis**

**a Care Plan completed by your child's doctor MUST also be attached**

| | |
|---|---|
| **Signature of Parent/Guardian:** | |
| **Name:** | |
| **Date:** | |

| | |
|---|---|
| **Signature of Doctor** | |
| **Name:** | |
| **Medical Practice** | |
| **Date:** | |
| **Contact Details:** | |

Citipointe Christian College

**CONDITIONS of ENROLMENT**
**Full Fee Paying Overseas Students**
**International Student Visa Holder**
**(Subclass 500)**

Citipointe Christian College INTERNATIONAL

By choosing to accept the offer of a place in the College for your student _____, you the parents commit, under this Contract of Enrolment, to work with the College in a supportive, positive relationship conducive to the best interests of the students and the College. Please read the contractual conditions carefully.

The College has Terms and Conditions for all students. Under legislation the College must have additional Terms, Conditions and Policies for International Student Visa Holders. Where there is any inconsistency, legislative requirements will apply. It is the College's expectation that where the parent's home language is not English that they will have access to a translator to understand these terms and conditions and correspondence and contact with the College.

**I/We agree to the following conditions:**

**MATTERS OF FAITH**

1. I/We accept that the College is a faith-based school. I/We understand that the College is founded on the basis of biblical Christian values with the Bible as the inerrant word of God and the College's denominational Statement of Faith.

2. I/We confirm that I am/we are seeking a biblical Christian education for the student and will support the College in its faith endeavours and in its mission to develop the student as a Christian disciple. I/We accept that the student will participate fully through attendance and effort in faith-based activities and subjects as presented and planned by the College.

**COLLEGE CORE VALUES**

3. The five core values of Citipointe Christian College are: uncompromising Christian values, high quality education, academic rigour, College spirit and a caring environment. Students and parent/s/guardian/s are to agree with and support the core values of the College and not to bring the College into disrepute.

**RELATIONSHIP**

4. I/We agree to:
   - work in partnership with the school in support and comply with the published College policies and expectations that are available to us either in hard copy (e.g. parent handbooks, student handbooks, business handbook and other publications) as well as on the College website and Citipointe Central, in the best interests of our student and the other students;
   - communicate and conduct relationships with College staff, students and other members of the community in respectful, dignified and civil ways;
   - encourage the student to uphold College policies and expectations;
   - accept that any failure by us or our student in this commitment may lead to serious enrolment consequences;
   - accept that the policies and rules may need to change from time to time in line with the best interests of College, staff and students; and
   - it is expected that, except in exceptional circumstances, the student will live in the care and control of the parent/s/guardian/s while enrolled at the College.

5. I/We accept that the College is obliged under law and ethos to act in the best interests of the individual student and the student body generally. Although the College values consultation with parents and guardians, this may mean that the College may not always act in accordance with a parent's/s'/guardian's/s' preferences and requests.

**EDUCATION**

6. The College will:
   a) Be responsible for the care of the Student on College premises or at College sanctioned activities or excursions on usual College days from 8.15 am until 3.40 pm and during pre-arranged extracurricular or co-curricular activities outside of these hours;
   b) Seek to educate the Student with due care and skill;
   c) Determine the delivery method, the curriculum, and co-curriculum including which courses and activities are compulsory. This may include making changes to the curriculum, co-curricular offerings, teaching methods and processes and other services affecting students; and
   d) Act in the best interests of the student individually where possible, and the student body generally. This may mean that some actions taken by the College may not be in accordance with parent's/s'/guardian's/s' requests.

7. The College does not guarantee a particular level of achievement for the student, but will provide every reasonable opportunity to the Student to achieve their fullest potential.

8. Unless you are notified by the College in writing, group activities outside of school hours (including on the College premises) are not organised or controlled by the College and you are responsible for ensuring the student's safety at such activities.

9. You:
   a) Will take all reasonable steps to respond to and assist the College within a reasonable timeframe;
   b) Are responsible for the supervision and safety of the student outside of the hours listed in clause 6 unless otherwise agreed to by College in writing; and
   c) Understand that it is a requirement that the student participates in Christian Education classes and activities including chapel and Christian Studies.

10. By giving your consent for the student to attend off-site excursions and sporting events and overnight excursions (camps, international trips), you authorise the student to be transported on College arranged transport unless you advise us in writing that you have withdrawn your authority.

11. The College reserves the right in its sole subjective discretion to place the Student in a class which the College believes is appropriate.

**UNIFORM**

12. I/We support the College uniform policy, and accept that the student must present appropriately and must wear the correct College uniform as a proud student of the College and to implement the College motto:
    *"I press towards the goal"* in all aspects of College life.

**BEHAVIOURAL EXPECTATIONS OF THE STUDENT**

13. The College will provide you with access to copies of policies and rules that are prepared for the good order of the College from time to time. These policies can be found in on Citipointe Central. College procedures are located in the parent handbook.

14. I/We accept that the Principal (or by delegation the Head of School) has authority to:
    - apply whatever reasonable disciplinary measure is deemed necessary in relation to the conduct of the student both inside and outside the College precincts. This may include taking reasonable steps toward seeking professional advice and assessment as recommended by College staff;
    - require the removal of the student for any cause judged by the Principal/Head to be sufficient;
    - discipline any students should they, at any time, bring the College into disrepute, including through the misuse of social media and other technologies.

15. Disciplines may range from classroom disciplines to expulsion and will include mandatory reporting of behaviours to State Authorities, Police and Department of Communities (where for example matters of child harm are involved).

16. Where discipline may involve suspension or expulsion of the student, the Principal or Head of School (or delegate) will not expel or suspend the student until the allegations of misconduct have been put to the student and the student has been allowed an adequate opportunity to respond.

17. The College may search lockers, bags and property, including electronic devices in the possession of the student where it is reasonable for us to do so or as part of a general or random search of a place where we conduct our activities. We may therefore confiscate forbidden or dangerous property.

18. The College reserves the right to lawfully exclude any person, irrespective of whether they are a parent/guardian or not, from entering on or remaining on College property or participating in College activities, where the College reasonably believes it is in the best interests of the student or the College that the person be excluded.

19. The College does not guarantee that it can control the behaviour or activities of other students and parent/s/guardian/s. Each person is responsible for his or her own actions.

**DISCLOSURE OF INFORMATION**

20. I/We have supplied all documentation and information requested at the time of application for each student as a condition of enrolment, including the following:
    - Full and frank disclosure of the student's previous education or interrupted education, disabilities and learning difficulties
    - Behaviour issues
    - Medical condition and safety issues
    - Court orders and parenting arrangements

21. I/We accept where the College needs to make adjustments to support a student's learning, the College can include the student's details in the government's data collection relating to students with disabilities.

22. During the course of the student's enrolment, I/we acknowledge that the process of identifying, diagnosing and verifying a student's disability is the mutual responsibility of the parent/s/guardian/s and College.

23. I/We accept that failure to disclose all relevant information may result in cancellation of an enrolment.

24. I/We accept that we have an obligation to keep the school informed of any changes that may affect the student's life at the College, including:
    - changes to family circumstances (e.g. separation or divorce);
    - changes to the address or addresses or contact details of the parent/s/guardian/s;
    - changes to emergency contacts;
    - any court orders, including Family Court orders, which deal with parental responsibility for the student, the education of the student or otherwise limit the contact or communication which one parent/guardian or another person has with the student.
    - to advise the College of any change in visa status or citizenship during the student's enrolment. Permission is given for the College to check the Government website for students and parent/s/guardian/s, to verify and update visa information as required for accurate records (currently Visa Entitlement Verification Online/VEVO).

25. The College does not act as an arbiter in disputes between parents/guardians or other parties regarding custody, parental responsibility, or decision-making for a student. The College will not become involved in Family Court proceedings, except where legally required to do so.

26. Changes in marital circumstances can cause confusion for the College when dealing with parent/s/guardian/s. The College will presume that, at all times, parents (including step-parents) are entitled to participate in College activities (whether or not those activities involve the student).

27. However, if there is a Court Order or other agreement which specifically alters or prevents a person/ parent/guardian from spending time with, communicating with or otherwise having contact with the student, that Order must be provided to the College. The obligation of providing such a Court Order lies with parent/s/guardian/s.

28. Despite the College being provided with copies of any such orders, the College does not assume responsibility for the parent/s/guardian/s complying with those orders.

29. The College may act outside the directions of the enrolling party in the following exceptional circumstances:
    I. Where a Court Order binds the College;
    II. Where it is reasonably foreseeable that the safety of the student could be jeopardised;
    III. Where the student objects and the College considers the objection to be genuine and in the student's best interests, taking into account the student's age and maturity.

**COMMUNICATION**

30. The College will provide information about the student to the parents/guardians/parties signing this contract of enrolment. Under the *Australian Education Act 2013 s77(2)(f)* and the *Australian Education Regulation 2013 s59*, the school will provide reports to "persons having responsibility" for the student. In the absence of a court order, the school will provide these reports to the student's natural parents. The people signing this enrolment contract may request other arrangements relating to the provision of information about the student by giving notice in writing to us.

31. The College will permit physical access to a student only to the enrolling party or as permitted by law, a binding Court Order, or as otherwise determined by the College under its duty of care obligations.

32. Where the College seeks to communicate with the entire College community or with identifiable sections of the College community, we may communicate through mail, any electronic medium (e.g. email, College website, Citipointe Central, SMS) or via print material.

33. If the parent/s/guardian/s have equal shared parental responsibility pursuant to Court Orders and do not agree on the child continuing to be educated at the College, the College shall continue to educate the child pursuant to this Enrolment Contract for a period of 3 months. During this period, the College expect the parent/guardian who seeks that the child remain at the College shall take steps to obtain a Court Order as to the schooling arrangements of the child, and provide an indemnity to the College. In the event that a Court Order has not been obtained and the parent/s/guardian/s remain in dispute, we may (in our sole discretion) terminate the enrolment of the student. This provision does not limit the usual termination provisions set out herein.

34. The College will assume that both parent/s/guardian/s are entitled and permitted to attend and participate in any and all activities of the College, unless you specifically provide us with information that this assumption does not apply, such as a Court Order. In the event that a Court Order permits a parent/guardian to attend and participate in the activities of the College, such participation is subject to the College's usual rules and processes about parental participation and attendance.

**FEES/LEVIES PAYMENT**

35. At the time of application, a non-refundable Application Fee is payable. The amount of which is published on the College website and reflected in the application form. The application fee is to cover administration and processing costs, and is subject to change for each academic year.

36. At the time of acceptance, a non-refundable Acceptance Fee is payable. This acceptance fee is payable to secure the position offered to the student at the College. This comprises two components:
    a. Acceptance Fee Per Student – a non-refundable administrative fee payable per student position accepted
    b. Acceptance Bond – a non-refundable bond payable per family that is then offset against the first tuition fee account issued after the student/s commence their enrolment. If the student/s do not commence at the College as agreed this amount is forfeit to the College

37. I/We understand that under this contract both parent/s/guardian/s are jointly and severally liable for payment of College fees and levies. The College relies on the payment of fees to fund its educational services to students.

38. Parent/s/guardian/s who have difficulty in paying fees must inform the College Business Manager as soon as possible to discuss options.

39. The following guidelines and rules apply:
    - the College determines the fees for each year before the commencement of the year to which the fees relate;
    - fees must be paid in advance of the period (yearly or termly) to which they apply;
    - if fees are not paid by the due date for payment, interest may be charged on the fees from the due date for payment until they are paid;
    - non-payment of monies owing will also entitle the College to cancel this contract of enrolment and terminate your student's enrolment;
    - any fees or monies outstanding will remain the liability of both parent/s/guardian/s, jointly and severally;
    - should unpaid or overdue fees be referred externally for debt collection, parent/s/guardian/s will be liable for the costs of such fee collection;
    - if fees for a year are increased by more than 10% of the fees payable for the preceding year, parent/s/guardian/s may terminate this contract of enrolment without penalty and by notice in writing to us within fourteen (14) days of the date on which we notify you of the increase.

**INDEMNITY AND RELEASE**

40. I/We indemnify the College against any loss or damage resulting from the failure of the parent(s)/guardian(s) or the student to comply with the College's rules and policies. Additionally, the parent(s)/guardian(s) indemnify the College against any loss or damage caused by the student's wilful disobedience or reckless behaviour.

41. The College strongly discourages the bringing of personal property by students which is not necessary for the education of the student. Additionally, you acknowledge that the College is not liable for loss or damage to property belonging to a student of any description and howsoever caused, and it is your responsibility to insure property if you consider it necessary or desirable to do so.

**WITHDRAWAL FROM THE COLLEGE**

42. Written notice of a student being withdrawn should be provided to the Principal/Registrar at the earliest opportunity.

43. I/We acknowledge that if I/ we do not provide the College with 8 tuition weeks' notice, we may be required to pay 8 weeks' tuition fees, excluding any discounts. The College commits resources on the basis of confirmed and continuing enrolments and will most likely suffer loss from termination with less than 8 weeks' notice. The College may have difficulty filling the student's position at short notice.

    In the event of cancellation of enrolment by the College, we may be required to pay 8 weeks' tuition fees, excluding any discounts.

    The condition of 8 tuition weeks' notice would not apply if this contract of enrolment is terminated for a breach by the College, or if 14 days' notification of withdrawal is received following an annual increase in tuition fees greater than 10%.

**REFUND POLICY**

44. You may request a refund of the Tuition Fees or any part thereof at any time in writing and the College will make its determination in relation to refunds within a reasonable time on a case by case basis after giving consideration to all reasonable matters

45. You acknowledge that refunds, if applicable, will be calculated using school tuition weeks remaining in the year and an administration fee may be deducted from any refund. An equitable adjustment will be made to account for instances where sufficient notice of withdrawal was not provided, and will be assessed on a case-by-case basis.

46. Any refund in the case of cancellation of a student's enrolment for failure to maintain the College's agreed conditions of enrolment as outlined in the Enrolment Contract, Policies, Handbooks and rules, will be at the discretion of the College. In such cases, where the College initiates the cancellation of enrolment, you may be liable to pay a fee equivalent to 8 tuition weeks as stipulated in the enrolment contract and the exact amount will be determined on a case-by-case basis.

47. Non-Tuition fees and costs, including co-curricular activity costs are non-refundable.

**TERMINATION**

48. The College may terminate this contract in circumstances including, but not limited to the following:
    a) The student is excluded or enrolment cancelled.
    b) A breakdown in mutual trust of failure to maintain a cooperative partnership between the College and the parent/s/guardian/s, where such a partnership is essential to the student's educational experience and wellbeing.
    c) A material breach of the contract by parent/s/guardian/s including, but not limited to, non-payment of fees or failure to support the student's participation in the full educational program of the College. For the purposes of this clause, the full educational program encompasses academic instruction, co-curricular activities, and participation in the Christian components that are integral to the College's biblical Christian values, including but not limited Christian studies programmes and Chapel services.
    d) there is a failure of the student to attend school on a regular basis.
    e) You or your student engages in conduct that:
        I. breaches the behavioural expectations outlined in this Contract, the College's Student Code of Conduct and other relevant Policies:
        II. undermines the values that the College hold; or
        III. causes reputational harm to the College or undermines the College's safe and respectful environment;

    This clause is to be interpreted in accordance with the College's obligations under Commonwealth and Queensland anti-discrimination legislation. The College does not discriminate on the basis of religion, race, or other protected attributes, and any disciplinary, rectification, or termination decisions will be based on conduct and contractual compliance, not personal belief.

49. Parent/s/guardian/s may withdraw their child/ren from the College under the following conditions:
    a) by providing written notice to the College; or
    b) If they believe the College is not delivering the educational experience or opportunities as outlined in this contract; or
    c) they fail to, or are unwilling to, pay fees or to honour payment options entered into.

    It is expected that termination by either party would follow only after communications and efforts to remedy the issues of concern.

    The 8-week notice period applies to both parent-initiated withdrawal and College-initiated termination, unless the withdrawal or termination is due to a material breach by the College or a tuition fee increase exceeding 10%, in which case the condition does not apply. Where insufficient notice is given, the College may enforce a fee equivalent to 8 weeks of tuition, excluding any discounts.

**PARTICIPATION**

50. Students are required to participate in all College activities unless reasonable excuse is provided.

51. Parent/s/guardian/s are to ensure that their student attends school on every school day (s176 Education (General Provisions) Act 2006 (Qld) (Education Act)) unless they have a reasonable excuse. Requesting holidays during term time is not a reasonable excuse and leave will not be granted for such a request. Parent/s/guardian/s agree that the student will not be absent (including lateness) from the College without leave of absence being granted by the College and that the term dates, as advertised by the College will be strictly adhered to.

52. Students absent from school without leave being granted may forfeit any credit for assessment missed during their absence. The Registrar's Office should be advised before 9:30 am on any day of absence (via Citipointe Central, email or phone) and a note sent to the College on the student's return to school including a medical certificate when required.

**HEALTH, SAFETY AND WELL-BEING**

53. The College is committed to child safeguarding and protecting the welfare of the students in our care and regard our child safety responsibilities with the utmost importance. The College has a Student Protection Policy, which ensures that the College meets its reporting obligations and seeks to be a child safe organisation.

54. In the event of any medical or other emergency arising, in which the College considers it impossible or impractical to communicate with the parent/s/guardian/s of the student or any other nominated emergency contacts, I/we authorise the staff responsible to act as they may think necessary or expedient. I/We accept that the College will have no liability for its reasonable actions.

55. The College will take all reasonable care of the student but will not be responsible for the costs of any medical or dental attention or treatment administered to the student in such event nor will it be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating my/our child including attention provided at the College Health Bay.

56. You confirm that you have given us full information about the health and medical/psychological background of the student when applying for enrolment.

57. You will inform the College if there is any improvement or deterioration in the health and medical/psychological conditions of the student while the student is at the College.

58. You agree to provide us with any medication required by the student and instructions in relation to the medication and we will follow these instructions in administering the medication to the student. You warrant therefore that the instructions you provide in respect of the medication is complete, correct and accurate.

59. You also agree that if College Health Bay Staff need to confirm or clarify any directions from a doctor in respect of administration of medication for a student, you will immediately authorise the College to communicate with, and provide information to, and receive information from the doctor in respect of those directions.

60. The College may exclude a student if they show symptoms of a communicable disease (such as measles or chicken pox) which the student has not been vaccinated against, for the relevant exclusion period.

61. The College reserves the right to conduct a risk assessment regarding the enrolment or continuation of enrolment of a student where safety concerns are identified. This may include, but is not limited to, concerns related to a propensity for violence, behavioural issues, or other risks to the physical or psychosocial safety of students or staff. Where such concerns arise, the College may pause or terminate enrolment following a review of relevant information, including consultation with parents/guardians and allied health professionals. This process will be applied in accordance with the College's duty of care obligations and relevant legislation.

**PRIVACY**

62. The College collects Personal Information (including sensitive and medical information) about students at the College, their parent/s/guardian/s and people who care for them. The primary purpose of collecting the information is to enable the College to use the information for all actions connected with educating students.

63. The College has in place a Privacy Policy which is amended from time to time in accordance with the law.

64. The Privacy Policy does not form part of this Enrolment Contract but can be accessed on the College website.

65. A hard copy of the privacy policy will be provided to anyone who requests it.

66. You agree to comply with your obligations under the Privacy Policy

67. The College will use all Personal Information (including sensitive and medical information) discretely and in accordance with the school's privacy policy

68. You consent to the College, its employees, contractors and agents to publish the student's image, name and other identifying information, together with any participation in College activities in any form including printed and internet publications for direct marketing purposes, unless you advise otherwise in writing. You may revoke this consent in writing at any time.

69. If the student turns 18 years old whilst enrolled at the College:
    a) the College may seek the student's acceptance of the privacy provisions of this contract; and
    b) the student may withdraw their consent to them being identified in publications at any time by way of written notice to the Principal.

**OTHER MATTERS**

70. You agree that you will not commence any social media "page" or "group" which uses the College name or any part of the College name, or implies association with the College unless it is set up with the express permission of the College.

71. You agree to behave in a manner that is respectful and polite, is in keeping with the College Community Code of Conduct. You agree that you will not engage in bullying, aggressive, abusive, or threatening behaviour or communication towards any member of the College Community, including via written communication. This includes communications that are made via social media.

**GENERAL**

72. You agree that this contract is the whole agreement between the parties, and sets out the relationship between the parties in respect to the education of the student, including but not limited to times when the Student is at the College Campus, attending College Camps, excursions, functions and co-curricular activities. This contract (as amended from time to time) will be binding and remain in force for the duration of the Student's enrolment at the College.

73. Failure or omission by a party to enforce or require strict or timely compliance with any provision of this Contract shall not affect or change that provision in any way or the rights of a party to avail themselves of the remedies they may have in respect of any breach.

74. This Enrolment Contract will be governed by the laws of Queensland and the parties agree that they will submit to the non-exclusive jurisdiction of the Courts of Queensland and the Federal Court and Courts entitled to hear appeals from those Courts.

75. Part(s) or all of any clause(s) of this Agreement that is illegal or unenforceable will be severed from this Agreement and the remaining provisions will continue in force.

76. The parties agree to be bound by this contract by the exchange of hard copy, scanned and emailed, scanned and uploaded, or faxed, signed copies. This Contract may also be exchanged in counterparts and the parties agree to be bound on the exchange of signed counterparts.

77. Where more than one parent/guardian is party to this Agreement, the College may act on the instruction of either parent/guardian.

78. Any warranty, representation, guarantee or other term or condition not contained in this contract is of no force or effect.

**ADDITIONAL CONDITIONS RELATING TO FULL FEE PAYING OVERSEAS STUDENTS / SUBCLASS 500 STUDENT VISA HOLDERS**

**CODE OF ETHICS**

79. The College complies with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code) as amended.

**ENGLISH LANGUAGE PROFICIENCY**

80. English language proficiency requirements for the student's initial entry to mainstream is outlined in the Requirements for Entry Policy.

**CONTACT DETAILS AND CHANGE OF ADDRESS**

81. In accordance with the ESOS Act 2000 students are required to advise the College of any change in address and contact details within 7 days of any change. It is also a requirement to provide the College with a local emergency contact person and details. This information is to stay current at all time. Likewise, the College is to be advised of any changes within 7 days. These are conditions of your student visa. I/We acknowledge that the College may be required to provide addresses and contact details of the parents and student and local emergency contact person to government bodies.

**ACCESS OF INFORMATION**

82. In signing this document parents give permission to the College to access information through the Visa Entitlement Verification Online (VEVO) and/or Department of Immigration regarding student visa, student guardian visa and immigration matters or any other authorised sites for enrolment purposes.

**LEARNING ACCOUNT**

83. I/We give permission for a Learning Account to be opened for my/our student to satisfy the requirements for the Queensland Certificate of Education. A Learning Account is a list of school subjects the student has completed successfully.

**USE OF PERSONAL INFORMATION**

84. The information provided may be made available to Australian Commonwealth and State agencies and the Tuition Protection Service, pursuant to obligations under the ESOS Act 2000, the National Code, The TPS and other related legislative instruments. This may include contact details for parents, the student and other relatives or persons connected to the student.

85. Overseas Students 2018. Information collected may be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service or state and territory agencies, in accordance with the Privacy Act 1988. In other instances, information collected can be disclosed without your consent where authorised or required by law. Further information about the Australian Government Department of Education and Training's privacy policy can be obtained at http://education.gov.au/privacy.

**ACCOMMODATION AND WELFARE**

86. It is a condition of a student visa that students under the age of 18 years old must maintain adequate welfare and accommodation arrangements. It is the College's condition that students irrespective of age maintain College approved welfare and accommodation arrangements.

87. The parents may be nominated as the guardian for Visa purposes, in which case a Confirmation of Accommodation and Welfare Approval (CAAW) letter will not be issued by the College. Parents are required to provide the College with a copy of the guardian visa and health cover and maintain their visa obligations.

88. Parents may request that the child be placed with a family or friend. However, the College must first assess and approve the requested arrangement according to its homestay policy and arrangement. The family or friends must be over 21 years of age, resident in the state of Queensland and who are themselves not overseas students. If such arrangements are not deemed satisfactory by the College, the student will be moved to a homestay family arranged by the College. The College and parent must agree and continue to be satisfied with the homestay arrangements made by the College for the student. See Homestay Policy for details.

89. Where a welfare letter is issued by the College, the student should not travel to Australia before the start date on the welfare arrangements. See Homestay Policy for details.

90. As a condition of enrolment, the parent agrees that should the student turn 18 years of age before completing his/her studies with the College, the student will continue to live in accommodation that is approved by the College.

**HOLIDAYS**

91. If the student wishes to travel to any destination other than home during holidays, parents must apply to the College in writing, specifying welfare, travel and accommodation arrangements. Permission for such travel will not be granted unless the College is satisfied with these arrangements. No student is permitted to attend Schoolies Week celebrations. At the end of Year 12, students are required to return home within one week of graduation.

**COURSE ENTRY, PROGRESS AND ATTENDANCE**

92. Where a student cannot, or will not, meet the academic or English language benchmark required for entry into the student's initial mainstream course, or into a subsequent course within an enrolment package, the College may decide to withdraw the offer for enrolment on the grounds that the student has been unable to meet course entry requirements. Alternatively, the College may (at its discretion and if appropriate) choose to offer the student entry into a mainstream course at a lower year level. See Requirements for Entry Policy for details.

93. In accordance with the ESOS Act 2000 students are required to maintain satisfactory progress and attendance. Failure to do so will breach their visa conditions. (See Handbook or College website for full details of Course Progress and Attendance Policy)

**PAYMENT OF FEES AND REFUND POLICY**

94. As a Registered Provider, the College requires prepayment of fees in advance as specified in the Course Handbook and/or Letter of Offer. Only then is a Confirmation of Enrolment (eCOE) issued. The eCoE is needed to apply for a student visa.

95. Under s.27 of the Education Services for Overseas Students Act 2000, the College cannot receive more than 50% of the student's total tuition fees for a course before the student has begun the course, unless the course has a duration of 25 weeks or less OR if the person responsible for paying the student's fees chooses to pay the College more than 50% of the total course tuition fees before the course start date. Full payment of overseas student fees does not attract a discount.

96. Refunds, if applicable, will be calculated using school tuition weeks remaining in the year. An adjustment will be applied to take into account failure to provide sufficient notice of withdrawal. Refer to the Refund Policy.

97. As a condition of enrolment, the student (and, if the student is under 18 years of age, the student's parent(s) / legal guardian(s), agrees to keep a copy of this written agreement and receipts of any tuition fees or non-tuition fees paid to the College.

98. If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student's fees until the College is provided with evidence of the new visa status.

**DEFERMENT, SUSPENSION and CANCELLATION POLICY**

99. The College will only grant a deferment of commencement or a request for suspension of studies for compassionate and compelling circumstances. The full details of the policy and process is available on the College website.

**INTERVENTION STRATEGY**

100. The College Intervention Strategy identifies students at risk of failing to demonstrate satisfactory course progress and satisfactory attendance. This is a requirement under the terms of the National Code 2018 that Citipointe Christian College identify students at risk of failing to demonstrate satisfactory course progress, and to undertake an intervention strategy to attempt to resolve the problem. The full details of the intervention strategies policy and process is available on the College website.

**COMPLAINTS and APPEALS POLICY**

101. Dispute Resolution Process / Student Grievances
The College has an internal complaints handling and appeals process that is free and easily accessible. If a matter cannot be resolved informally, there is a process for a student to lodge a formal complaint or appeal. You must notify the College in writing of the nature and details of the complaint or appeal. You will have the opportunity to present your case to the Principal. You may be accompanied and assisted by a support person at relevant meetings. If an issue cannot be resolved through the College's formal processes, the student has the right to access an external complaints handling or appeals body such as the Overseas Student Ombudsman (http://www.ombudsman.gov.au/about/overseas-students)

102. The full details of the policy and process is available on the College website.

103. As part of the written agreement, the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

**TRANSFER POLICY**

104. Overseas students are restricted from transferring from their first registered College sector course of study for a period of six months. Application for student transfer is subject to the College Transfer Policy which is available for reference on the College website.

105. If a student wishes to transfer to another school or institution, written notice of intention to withdraw should be provided by the student's parents at least 8 tuition weeks prior to the transfer. The student and/or parent is to complete and submit the Overseas Student Transfer Application to the Registrar at the College to initiate the process (See Handbook or Overseas Students Policies full details of Transfer Policy).

**DECLARATION**

All students and parent(s)/legal guardian(s) (if student is under 18 years of age) must read and sign this written agreement.

- I confirm that I am aware that the College has an internal and external complaints and appeals policy and process that I can access at any time and at no cost.
- I confirm that I understand I am responsible for keeping a copy of this written agreement and copies of receipts for payment of tuition and non-tuition fees to the College.
    - The non-refundable application fee of $500
    - the course(s) in which I am to be enrolled
    - conditions of enrolment in the course(s)
    - tuition and non-tuition fees
    - the College's policies:
        - Student Code of Conduct Policy
        - Overseas Students Progress, Attendance and Course Duration Policy
        - Overseas Student Transfer Policy
        - Overseas Students Deferment, Suspension and Cancellation Policy
        - Overseas Students Complaints and Appeals Policy
        - Overseas Student Refund Policy
        - Student Protection Policy
    - the sharing of personal information (The Privacy Policy)
    - maintaining current contact details obligations
    - grounds on which my enrolment may be deferred, suspended or cancelled
    - permission to use VEVO to check visa entitlements during period of enrolment
- I hereby declare that the information supplied by me to the College to support this enrolment is complete, true and correct.
- I agree to pay all fees owing and by the due date as per Fees Policy at https://citipointe.qld.edu.au/enrol/enrolling-at-citipointe
- I have read, understood and agree to be bound by the above Conditions of Enrolment.

This contract (as amended from time to time) will be binding and remain in force for the duration of the student's enrolment at the College.

**SIGNING:** All parents/guardians are required to sign this Enrolment Contract.

| **Student's Name:** | |
|---|---|
| **Parent / Guardian 1**<br>Full Name:<br><br>Signature:<br><br>Date: | **Parent / Guardian 2**<br>Full Name:<br><br>Signature:<br><br>Date: |
| **Student if applicable (Years 10 -12)** | |
| Signature: | |
| Date: | |
| Signature of Principal (or delegate): | |
| Date: | |

## SUBMISSION

### TO SUBMIT BY EMAIL

Please complete all sections of the application, with signatures where required and email to:

**enrolment@citipointe.qld.edu.au**

### TO SUBMIT BY POST

Please print and complete all sections of the application, with signatures where required and post to:

**The Registrar**
**Citipointe Christian College**
**322 Wecker Road**
**Carindale, QLD 4152**
**Brisbane, Australia**

### PLEASE NOTE:

**Payment of the application fee to the College does not guarantee enrolment.**
**The application fee is NON-REFUNDABLE**

If the application meets initial entry requirements, acceptance at the College is strictly subject to interview.

Considerations for new student applications include the following factors, which help us assess alignment with our College values and capacity to provide appropriate support:

1. Support for the College's Christian ethos, as demonstrated by personal faith, values, or community engagement (e.g., participation in a local church or similar activities).
2. Existing connections to the College community, such as family members who are alumni or currently enrolled students.
3. Academic history and behavioural references, which assist in understanding the student's learning needs and alignment with the College's educational environment.

### PLEASE INLCUDE WITH THE SUBMISSION

- **Signed copy of the Overseas Student Application**
- **The non-refundable application fee of $500 per student**
- **Copies of the last TWO school reports (if applicable)**
- **Special reports (if applicable)**
- **Any Family Court Orders (if applicable)**

**MODE OF PAYMENT**

Please indicate your mode of payment for the $500 non-refundable application fee

☐ CASH
☐ CHEQUE
☐ VISA
☐ MASTERCARD
☐ DIRECT CREDIT

**PLEASE NOTE:** If you are paying by Credit Card (VISA or MASTERCARD), please complete your payment details on the following page.

Your credit card payment details will be destroyed once payment is processed.

**DIRECT CREDIT DETAILS:**

**BSB: 034 093 Westpac Mt Gravatt**
**Account: 174207**
**Name: Citipointe Christian College**
**Reference: Student's Name/DOB/Reference Code**

**NOTE:**

1. **Please quote reference, otherwise, your payment may not be credited correctly to your child's account**
2. **Please attach a copy of your banking sip when submitting enrolment application or Provide the Bank Transaction Receipt Number below.**

**Transaction Receipt Number:_____**

| **OFFICE USE ONLY** | |
|---|---|
| **DATE:** | |
| **PAYMENT REC'D** | |
| **SIGN and ACKNOWLEDGED** | |

**Please complete the following details for credit card payment:**

| | |
|---|---|
| **Card Number** | |
| **Expiry Date** | |
| **Name of Requester and<br><br>Phone Number** | |
| **Amount to be debited** | **$** |
| **Name on Card** | |

☐ **I hereby authorise Citipointe Christian College to process credit card payment in accordance with the instructions indicated above.**

Signature: _____Date: _____

**Credit card payment details to be destroyed once payment is processed.**