

Admission Procedures & Enrolment Form



Admission procedures

*Thank you for considering becoming part of our Northpine Christian College community.
To assist you with enrolling please follow these three simple steps:*

Step 1 – Application

Please submit the following to College Administration:

- Application for Enrolment and Fee Payment Agreement forms
- Child's birth certificate or passport
- Child's latest school report
- Child's immunisation report
- Child's medical action plan if applicable
- Child's visa if applicable
- Court Orders if applicable
- Non-refundable application processing fee of \$50.00 for one child or \$100 for a family of two or more children

Step 2 – Interview and Offer

Upon review of available placements at the College and after all required documentation has been submitted, you and your child will be invited to attend a formal interview with the principal.

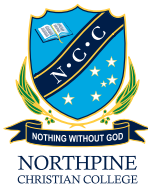
On successful completion of interview a non-refundable enrolment deposit of \$200 for one child, \$300 for two children or \$400 for three or more children must be paid on the day of the interview to confirm the enrolment position/s. Once the student/s commences at our College the non-refundable deposit will be credited to your Northpine family fee account.

Following the interview, a confirmation of enrolment will be made in writing.

Step 3 – Payment of Fees

All fees are to be paid in full by the end of week six of each term unless a formal payment plan has been negotiated with the College. Please note, as per the College Handbook, all new students are required to pay their first term's fees prior to commencing at the College. A 4% prompt payment discount, tuition only, is allowed if the full term's fees have been received by the College before the commencement of each term. A 4.5% Prompt payment discount is available if the full annual fees are paid prior to the commencement of Term 1.

All textbooks required by the student will be provided by the College and must be returned in good condition at the end of the school year. A textbook bond of \$60.00 per student is payable for all students when enrolling in Years 7 – 12. All other classroom consumables are the responsibility of parents. A list is provided each year outlining students' needs for that year.



Application for Enrolment

Please complete Sections A – H and attach supporting documents as required.

The Northpine Christian College Fee Payment Agreement (one form per family) MUST also be completed and submitted with all new enrolment applications.

PART A: STUDENT DETAILS

Surname:							
Christian names:			Preferred name:				
Residential address:				Postcode:			
Postal address (if different from above):				Postcode:			
Gender:	Date of Birth / /		Proposed commencement date / /				
Current Year Level:	Proposed Year Level:	Learner's Unique Identification (LUI) Number: (Years 10 – 12)					
Students applying for Prep must turn 5 years of age by June 30							
Place of Birth (town or city)			Country of Birth				
Nationality			Religion				
Student resides with: mother father stepmother stepfather guardian			Transport: College bus public bus train private				
Student's place in family:		1	2	3	4	5	6
Name of any siblings currently attending Northpine Christian College :				First language:			
.....						
.....						
.....						
Name of any siblings currently attending other Seventh-day Adventist Schools:				School:			
.....						
.....						
.....						
Identifies as Australian South Sea Islander	Yes	No	Australian Citizen		Yes	No	
Identifies as Aboriginal	Yes	No	Australian Permanent Resident		Yes	No	
Identifies as Torres Strait Islander	Yes	No	Visa number:				
Passport number:			Visa expiry date:				



PART B: EDUCATIONAL HISTORY

Previous School(s)	State	Year Level	Semesters Attended

Does your child have any of the following? (If yes additional information may be requested to process the enrolment)
This information may assist us to understand if your child has academic/special needs.

	ADD/ ADHD	Sensory Processing Disorder	Central Auditory Processing Disorder	Tourettes / Tic Disorder	Dyscalculia / Dysgraphia	Dyslexia	ASD	Anxiety Disorder	Depression
Yes									
No									

	Obsessive Compulsive Disorder	Oppositional Defiance Disorder	Visual Impairment	Hearing Impairment	Other (please specify)
Yes					
No					

Has the student repeated a year?	If yes, indicate which year level	Year
Has the student been prevented from attending school (suspended, excluded or expelled) as a consequence of serious behavioural issues?	Yes	No

Northpine Christian College reserves the right to deny admission or terminate an enrolment contract when full disclosure of a student's need has not been provided.

PART D: PARENT/CARER DETAILS

D1. Parent/Carer Details:

Parent/Carer 1	Parent/Carer 2
Title:	Title:
First name:	First name:
Surname:	Surname:
Residential Address:	Residential Address:
Postal Address:	Postal Address:
Home phone:	Home phone:
Work phone:	Work phone:
Mobile:	Mobile:
Email: newsletter and other communications are sent via email	Email: newsletter and other communications are sent via email
First language:	First language:
Religious Affiliation/Local Church Currently Attending:	Religious Affiliation/Local Church Currently Attending:

COMMONWEALTH GOVERNMENT COLLECTION INFORMATION

The following information is required by for the collection and reporting of information on student background characteristics in all government and non-government schools by all Education Ministers. The State, Territory and Commonwealth Education Ministers have made decisions that now require all government and non-government schools to comply with a new data collection and reporting arrangements. All schools must collect information on the gender, indigenous status, geographical location, socioeconomic background and language background of school students to fulfill their functions and obligations under State, Territory and Australian Government legislation. All information which could identify or would reasonably identify individuals to whom particular background characteristics is removed from national reporting so that no personal information is reported publically.

Occupation: <input type="checkbox"/> Senior management, qualified professionals <input type="checkbox"/> Other business managers, arts/media/sports, assorted professionals <input type="checkbox"/> Tradesperson, clerks, skilled office, sales, service <input type="checkbox"/> Machine operators, hospitality, assistants, labourer <input type="checkbox"/> Not in paid work in last 12 months <input type="checkbox"/> Unknown	Occupation: <input type="checkbox"/> Senior management, qualified professionals <input type="checkbox"/> Other business managers, arts/media/sports, assorted professionals <input type="checkbox"/> Tradesperson, clerks, skilled office, sales, service <input type="checkbox"/> Machine operators, hospitality, assistants, labourer <input type="checkbox"/> Not in paid work in last 12 months <input type="checkbox"/> Unknown
Level of School Education: <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Unknown	Level of School Education: <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Unknown
Education Beyond School: <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma or Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No beyond school qualification	Education Beyond School: <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma or Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No beyond school qualification

D2. Are there any of the following legal, care and protection matters: (If yes, please provide documentation)	Yes	No
Formal legal arrangements in place where parents are separated		
Children and young people in the care of the State		

PART E: PARENT/CARER AUTHORISATIONS

	Yes	No
In the case of a medical emergency, if neither parent/carer can be contacted, do you grant permission for the school to seek emergency treatment for your child?		
From time to time the school may use respectful photos of your child(ren) in newsletters / school magazine. The school may also wish to use photos in promotional material. Do you grant permission for photos of your children to be used by the school for promotional purposes?		
As part of the regular program of the school, the students are required to leave the school grounds and travel (usually by bus) to such activities as sport, specific educational presentations, practice for school functions, etc. Parents will be informed if a separate cost for an excursion is required and an appropriate permission form will need to be signed. Do you agree?		

PART F: CODE OF CONDUCT

(The full Code of Conduct statement is available in the School Handbook and the Student Diary)

To get the greatest benefit from my time at **Northpine Christian College**, I will:

1. *Treat other pupils with consideration and kindness;*
2. *Obey and respect teachers so that they can teach us;*
3. *Behave in a way that makes it possible for all pupils to achieve the best they can;*
4. *Uphold the standards of the school in all I say and do;*
5. *Behave in a way that is careful of my safety and safety of others;*
6. *Be proud of my school uniform, wearing the appropriate items correctly and neatly;*
7. *At all times behave in a way that brings credit to my school.*

I understand and agree to abide by these standards.

Student's Signature: _____ Date _____
(where student is in Grade 3 or above)

PART G: PARENT/CARER DECLARATION

I/We apply for admission of this student to **Northpine Christian College**;

I/We have read and understood the Student Code of Conduct and have discussed it with my child;

I/We do hereby agree to abide by the Code of Conduct;

I/We do hereby agree that **Northpine Christian College** can contact my child(ren)'s previous school(s) for information;

I/We have attached relevant documentation
(applications will not be processed where relevant documentation is not supplied).

Birth Certificate (ALL students)		Immunisation Record (ALL students)		Two most recent School Reports (Years 1 to 12)	
Medical Documents (as applicable)		Custody Documents (as applicable)		Educational Documents (as applicable)	
Passport		Visa			

SIGNATURE OF PARENTS/CARERS

.....

Date

.....

Date

PART H: MARKETING INFORMATION

How did you discover **Northpine Christian College**? (number in priority if more than one)

Advertisement in print media		Electronic media (radio/television)	
News story in print media		Local Church	
Friend		Family member	
Internet search		School bus signage	
School Website		Local Christian Directory	
Referred by another school family (past or present)		Local Business Referrals	
Name of Referring Family :		Other (Description):	

PRIVACY STATEMENT

Schools operated by Seventh-day Adventist Schools (South Queensland) Limited collect personal information about pupils and their parents/guardians before and during the course of a pupil's enrolment in school. The purpose for collecting this information is to enable the school to provide schooling for your son/daughter. We comply with the Privacy Legislation relating to private sector organisations effective from 21 December 2001.

Please complete all the enrolment information as requested by the school. It is all important and useful information and enables the school to fulfil its duty of care. It is stored securely (both electronic and hard copy) and used for school administrative purposes only. If you do not complete any part of the information requested it might have some bearing on how the school is able to respond to it, and meet the individual needs of each student/family. In particular, it is a requirement that health information is accurate and up to date and so we may, from time to time, request medical reports about your child(ren). A photograph of each child may be attached to the student records.

Personal information obtained by the school is for use by the School in the first instance, but may be disclosed to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and others providing services to the schools, including visiting specialist teachers and volunteers. Information may also be used for the compilation or analysis of statistics relative to public health or public safety. If the school has reason to suspect that unlawful activity has been, is being or may be engaged in, information relevant to such activities may be shared with the appropriate authorities.

On occasions information such as academic and sporting achievements, pupil activities and other news is published in school Newsletters, magazines and on our website. We may include your contact details in a class list and School Directory. If you do not agree you must advise the school.

If you provide the school with information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing this information to the school and why, so they can access that information if they wish and inform the school not to disclose the information to third parties.

You may have access to your stored information for the purposes of checking its accuracy by contacting the school Secretary in the first instance. If there are items that you consider need updating or correcting, you have the right to request such changes be made. Access may be denied where it could have an unreasonable impact on the privacy of others, where it may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.

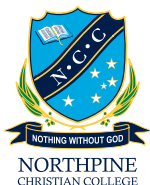
Information will not be disclosed to third parties for fundraising or marketing purposes without your consent.

A copy of the Seventh-day Adventist Schools (South Queensland) Limited Privacy Policy is available from your school.

INTERVIEW NOTES

OFFICE USE ONLY

Date Application Received	Date of Interview	Outcome of Application
Date Outcome Letter posted	Registration Number	Date details entered into MAZE
Class Allocated	Date to Commence	Referred by
Student Key	Family Key	Home Key
Non-refundable Application Fee Paid Date: Amount:	Receipt Number	
Enrolment deposit paid and credited to fees account Date: Amount:	Receipt Number	College Council
Principal	Business Manager	Accounts Officer



2017 All Inclusive Fee Schedule

Enrolment Costs

Application Fee	\$50 one student	\$100 two or more students (non-refundable)
Enrolment Deposit	\$200 one student	\$300 two students \$400 three or more (credited to fee account)
Textbook Bond	\$60 one-off fee for years 7 – 12 students	

Sibling Discounts

Please note the family sibling discount is calculated only on the tuition component of the fees. **When calculating the sibling discount the oldest student in the family is counted as the first student** (no discount) and the youngest student is calculated as the last student (eligible for either a 15%, 30% or 100% discount on the tuition only component of the fees).

Fees (incl tuition, ICT & general service fee charges)	1st Student (no tuition discount)		2nd Student (15% discount)		3rd Student (30% discount)		4 or more Students (100% discount)	
	Term	Annual	Term	Annual	Term	Annual	Term	Annual
Prep – Year 5 (Junior)	\$919	\$3676	\$804	\$3216	\$689	\$2756	\$152 per student	\$608
Year 6 (Junior)	\$992	\$3968	\$877	\$3508	\$762	\$3048	\$225 per student	\$900
Year 7 (Middle)	\$1324	\$5296	\$1172	\$4688	\$1020	\$4080	\$310 per student	\$1240
Year 8 (Middle)	\$1319	\$5276	\$1167	\$4668	\$1015	\$4060	\$305 per student	\$1220
Year 9 (Middle)	\$1314	\$5256	\$1162	\$4648	\$1010	\$4040	\$300 per student	\$1200
Year 10 (Senior)	\$1342	\$5368	\$1190	\$4760	\$1038	\$4152	\$328 per student	\$1312
Year 11 (Senior)	\$1592	\$6368	\$1402	\$5608	\$1211	\$4844	\$323 per student	\$1292
Year 12 (Senior)	\$1587	\$6348	\$1397	\$5588	\$1206	\$4824	\$318 per student	\$1272

Payment Plans

Preferred payment methods include payment in full each term (eligible for prompt payment discount of 4% on the tuition only component of fees if paid by due date) or instalment payments via direct debit arrangement with the College.

Payment Plans can be calculated on weekly (44 deductions), fortnightly (22 deductions) or monthly (10 deductions) instalments. Plans commence February and conclude November 2017.

Additional Activity Charges

Additional charges are payable for specific items such as Duke of Edinburgh, Brisbane School of Distance Education, TAFE courses and transport, musical group memberships and tours, graphics calculators, career assessment and testing, Fast for Word, sports teams (extracurricular), biology camps, technology studies projects, senior jersey, formal celebrations and graduation expenses, class socials, additional Year 10 Outback camp expenses, Year 11 Canberra camp and Year 12 beach camp additional costs.

Building Fund Contribution

A \$70 minimum contribution per family per term is encouraged to assist in the ongoing development of the College. All building fund contributions are tax deductible.

Uniforms and Stationery

Please refer to Northpine's website.

Bus Fares

Please refer to Northpine's itemised bus fee schedule..

Northpine Bus Transport (if required – fee includes GST)	Zone 1 Fee (Bus stop <5km radius)	Zone 2 Fee (Bus stop 5 – 12 km)	Zone 3 Fee (Bus stop >12km)
1st student in the family	\$302 per term, \$1208 annual	\$333 per term, \$1332 annual	\$367 per term, \$1468 annual
2nd student in the family	\$211 per term, \$844 annual	\$233 per term, \$932 annual	\$257 per term, \$1028 annual
3rd student in the family	\$121 per term, \$484 annual	\$133 per term, \$532 annual	\$147 per term, \$588 annual
4th student in the family	\$91 per term, \$364 annual	\$100 per term, \$400 annual	\$110 per term, \$440 annual





NORTHPINE CHRISTIAN COLLEGE

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