



SACRED
HEART
COLLEGE

Application for Enrolment

A home for all Hearts.

Enrolment information

Thank you for your interest in Sacred Heart College. Please find the following enrolment procedure outlined for your consideration.

Application procedure

To enrol at the College, you are requested to complete and return an Application for Enrolment Form together with:

- Payment of a non-refundable Application Fee
- Copy of a birth certificate or extract
- Visa or citizenship papers if born outside Australia
- Copy of any sacramental certificates
- Copy of most recent school report
- Copy of most recent NAPLAN report
- Documentation relating to any special needs (specialist reports, action plans, assessments, etc.)
- Copy of Court orders regarding custody of a child if applicable.

Enrolment applications for day students can be submitted to the College Registrar and applications for enrolment and boarding to the Boarding Registrar. Due to the high demand for placements, it is important that you lodge your Application for Enrolment form well in advance with late applications subject to availability at any given time.

The Registrar will contact you 2 to 2.5 years prior to your child's nominated year of entry to arrange an enrolment interview in accordance to our enrolment criteria. **An Application for Enrolment does not confirm enrolment to Sacred Heart College; following interview, applicants are placed on a waiting list.**

Offers of enrolment

An Offer of Enrolment is made following an interview. Acceptance of the offer is confirmed by returning a signed Acceptance of Offer form, Student Declaration, and payment of an enrolment acceptance fee. Families will be informed should their son or daughter not be offered enrolment and the student's name may remain on an enrolment waiting list for consideration as future placements become available.

The enrolment acceptance fee

A non-refundable confirmation payment is required for each student on confirmation of their placement. This deposit is payable when the student is formally offered a place in the College.

Our enrolment criteria

Sacred Heart College welcomes applications from all families seeking a Catholic education for their children. We support and challenge our students to make the most of their talents and opportunities in order to take these beyond schooling to make the world a better place for all.

The following criteria is used to guide our decisions regarding enrolment priorities.

- Siblings of current students attending Sacred Heart College
- Children of Old Scholars from Sacred Heart College and Marymount College
- Students enrolled at Catholic Parish Schools since Year 4 or earlier

Thereafter, consideration will be given to factors such as: students enrolled at Catholic Parish Schools since Year 5 or 6; interstate transfers from Marist or other Catholic Schools; students living in regional and remote areas; practicing Catholics from non-Catholic schools; students from disadvantaged backgrounds; students from other Christian denominations; and students from other sectors including government and independent schools seeking a Sacred Heart College education.

Please note the priority order of enrolment. Should our enrolment maxima be reached, further consideration will be given to date of submission of application form and possible alternative enrolment at another Catholic college.

Enrolment Interviews are conducted during Term 4, three years in advance. Applications received subsequent to this timeline will be placed on a waitlist, and offers made subject to availability, and according to the criteria above.

Further information

We encourage you to visit our College website to gain further insight regarding our College community and educational pathways that offer holistic student learning and values.

College Tours are conducted each term of both Champagnat Campus (Years 7 - 9) and Marcellin Campus (Years 10 - 12) and detailed Curriculum and Parent Handbooks are also available for your reference via the College website.

Should you have any further questions, you are welcome to contact either the:

- **College Registrar** registrar@shc.sa.edu.au
- **Boarding Registrar** boarding@shc.sa.edu.au

Student details

Surname/Family name		Given name(s)			
Gender	Date of birth	Year level of entry		Year of entry	
Type of student		<input type="radio"/> Day student		<input type="radio"/> Boarding student	
Residential address (address where student resides)					
Is the student of Aboriginal or Torres Strait Islander origin?		<input type="radio"/> NO	<input type="radio"/> YES (If YES, tick appropriate box below)		
<input type="radio"/> Both Aboriginal and Torres Strait Islander		<input type="radio"/> Aboriginal		<input type="radio"/> Torres Strait Islander	
Does the student speak a language other than English at home?		<input type="radio"/> YES		<input type="radio"/> NO	
If YES and if more than one language is spoken, indicate the one that is spoken most often:					
Country of birth	<input type="radio"/> Australia	<input type="radio"/> Other (please specify)			
If born overseas, please state Residency Status					
<input type="radio"/> Permanent Resident		<input type="radio"/> Temporary Resident		<input type="radio"/> Australian Citizen	
<input type="radio"/> International Student					
Visa type (if applicable)		Visa number			Date granted

Religious affiliation

Religion			Present Parish		
Sacraments	Parish	Date	Sacraments	Parish	Date
Baptism			Reconciliation		
Confirmation			Eucharist		

Previous schooling

Name of School	Date commenced	Date left
1.		
2.		

Sibling information

Names of other children in the family	Gender	Date of birth	Current school	Year level	If SHC, allocated House

Past association with Sacred Heart College

Parent is an Old Scholar	<input type="radio"/> YES	<input type="radio"/> NO	If YES, years attended
Maiden name (if applicable)			House
Other association (e.g. Cousin, Grandparent)			

Family details – Parent/Caregiver 1

Surname/Family name		Given name(s)		Title
Relationship to prospective student			Country of birth	
Religion	Home number		Mobile number	
Email address				
Residential address				
Suburb			Postcode	
Postal address (If different from above)				
Occupation			Work number	
Employer				
Select the appropriate parent/caregiver occupation from the list on following page and place number in the box. If the person is not currently in paid work but has had a job or retired in the last 12 months, please use the person's last occupation. If the person has not been in paid work in the last 12 months, enter the number '8' in the box.				GROUP

Family details – Parent/Caregiver 2

Surname/Family name		Given name(s)		Title
Relationship to prospective student			Country of birth	
Religion	Home number		Mobile number	
Email address				
Residential address				
Suburb			Postcode	
Postal address (If different from above)				
Occupation			Work number	
Employer				
Select the appropriate parent/caregiver occupation from the list on following page and place number in the box. If the person is not currently in paid work but has had a job or retired in the last 12 months, please use the person's last occupation. If the person has not been in paid work in the last 12 months, enter the number '8' in the box.				GROUP

Family details – Parent/Caregiver 3 (if applicable)

Surname/Family name		Given name(s)		Title
Relationship to prospective student			Country of birth	
Religion	Home number		Mobile number	
Email address				
Residential address				
Suburb			Postcode	
Postal address (If different from above)				
Occupation			Work number	
Employer				
Select the appropriate parent/caregiver occupation from the list on following page and place number in the box. If the person is not currently in paid work but has had a job or retired in the last 12 months, please use the person's last occupation. If the person has not been in paid work in the last 12 months, enter the number '8' in the box.				GROUP

List of Parent/Caregiver occupational groups

GROUP 1	Senior management in large business organisation, government administration and defence, and qualified professionals.
GROUP 2	Other business managers, arts/media/sportspersons and associate professionals.
GROUP 3	Tradesmen/women, clerks and skilled office, sales and service staff.
GROUP 4	Machine operators, hospitality staff, assistants, labourers and related workers, drivers, mobile plant, production/processing machinery and other machinery operators.

Parent/Caregiver school education

What is the highest year of primary or secondary school Parent1/Caregiver1 has completed? (For persons who have never attended school, tick the 'Year 9 or equivalent or below' box) Mark one box only:	What is the highest year of primary or secondary school Parent2/Caregiver2 has completed? (For persons who have never attended school, tick the 'Year 9 or equivalent or below' box) Mark one box only:	What is the highest year of primary or secondary school Parent3/Caregiver3 has completed? (For persons who have never attended school, tick the 'Year 9 or equivalent or below' box) Mark one box only:
<input type="radio"/> Year 12 or equivalent	<input type="radio"/> Year 12 or equivalent	<input type="radio"/> Year 12 or equivalent
<input type="radio"/> Year 11 or equivalent	<input type="radio"/> Year 11 or equivalent	<input type="radio"/> Year 11 or equivalent
<input type="radio"/> Year 10 or equivalent	<input type="radio"/> Year 10 or equivalent	<input type="radio"/> Year 10 or equivalent
<input type="radio"/> Year 9 or equivalent or below	<input type="radio"/> Year 9 or equivalent or below	<input type="radio"/> Year 9 or equivalent or below

Parent/Caregiver non-school education

What is the level of the highest qualification Parent1/Caregiver1 has completed? Mark one box only:	What is the level of the highest qualification Parent2/Caregiver2 has completed? Mark one box only:	What is the level of the highest qualification Parent3/Caregiver3 has completed? Mark one box only:
<input type="radio"/> Bachelor Degree or above	<input type="radio"/> Bachelor Degree or above	<input type="radio"/> Bachelor Degree or above
<input type="radio"/> Advanced Diploma/Diploma	<input type="radio"/> Advanced Diploma/Diploma	<input type="radio"/> Advanced Diploma/Diploma
<input type="radio"/> Certificate I to IV (including trade certificate)	<input type="radio"/> Certificate I to IV (including trade certificate)	<input type="radio"/> Certificate I to IV (including trade certificate)
<input type="radio"/> No non-school qualification	<input type="radio"/> No non-school qualification	<input type="radio"/> No non-school qualification

Parent/Caregiver language other than English

Does Parent1/Caregiver1 speak a language other than English at home?		Does Parent2/Caregiver2 speak a language other than English at home?		Does Parent3/Caregiver3 speak a language other than English at home?	
<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> YES	<input type="radio"/> NO
(If YES, and more than one language is spoken, indicate the one that is spoken most often):		(If YES, and more than one language is spoken, indicate the one that is spoken most often):		(If YES, and more than one language is spoken, indicate the one that is spoken most often):	

Relationships

Please complete if relevant:	<input type="radio"/> Parents separated	<input type="radio"/> Parents divorced	<input type="radio"/> Father deceased
			<input type="radio"/> Mother deceased
With whom does the student normally reside?	<input type="radio"/> Both parents	<input type="radio"/> Father only	<input type="radio"/> Shared/Other arrangement:
		<input type="radio"/> Mother only	
Family Court Order or other relevant Court Order? If YES, please provide a copy of documentation with application.	<input type="radio"/> YES	<input type="radio"/> NO	

Communication regarding day-to-day matters and access to College reports are accessible to all Parents/Caregivers unless specified by a Family Court Order or other relevant Court Order.

Parent/Caregiver declaration

1. In enrolling my child at this College I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.
2. I/We acknowledge that upon our acceptance of an offer of enrolment and payment of the non-refundable Acceptance Fee, whether day or boarding, our child will be enrolled at the College commencing upon the year level referred to in the Offer of Enrolment Letter, until the completion of Year 12 unless the enrolment is terminated under the terms herewith.
3. I/We accept that support of College staff and cooperation concerning school activities is essential.
4. I/We accept that we will abide by College policies including Fees Policy, Grievance Policy, Privacy Policy, Personal Responsibility Policy, Student and Parent/Caregiver Rights and Responsibilities Policy, Uniform and Grooming Policy, Curriculum Extension Activities Policy, and Suspension and Expulsion Policy, as amended from time to time.
5. I/We accept that participation in camps, retreats, reflection days and other like events are compulsory.
6. I/We accept that students are expected to represent the College in sports and activities for which they show proficiency and particularly in instances where they are involved in sporting/cultural pursuits in bodies external to the school.
7. I/We accept that the College reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies (which are amended from time to time), including conduct which brings into disrepute the good name and reputation of the College.
8. I/We acknowledge and accept that the College may terminate this contract in the event of a material breach of these Terms and Conditions, including a material breach of any of the policies referred to herein.
9. I/We accept the standards the College sets regarding grooming, uniform and personal presentation.
10. I/We agree to be bound by rules, regulations, standards and/or policies of the College as may be in force from time to time, including, but not limited to:
 - a) Fees Policy;
 - b) Grievance Policy;
 - c) Privacy Policy;
 - d) Personal Responsibility Policy;
 - e) Student and Parent/Caregiver Rights and Responsibilities Policy;
 - f) Uniform and Grooming Policy;
 - g) Curriculum Extension Activities Policy; and
 - h) Suspension and Expulsion Policy.
11. I/We acknowledge that I/we have read the abovementioned documents and that it is the responsibility of the parent(s)/caregivers(s) and of the student to understand and comply with the abovementioned documents. Copies of the abovementioned policies can be located at shc.sa.edu.au/our-college/our-policies/.
12. The College agrees to provide you with information concerning the rules, regulations, standards and policies of the College (and any changes concerning those rules, regulations, standards and policies, which may occur from time to time).
13. The College will provide to you updated versions of the information referred to in clause 10 at the address you have provided to the College, by sending it home with the student, mailing it to your home, communicating it to you by email, or by posting the information on the College's website.
14. a) I/We jointly and severally accept responsibility for the payment of tuition fees, boarding fees and other costs associated with the education of my/our child as determined and amended from time to time by the College, as set out in the Fees Policy and Fees and Finance Information Handbook (except where exemptions/remissions have been sought and granted).
b) In the event of family circumstances changing prior to the commencement of the student at the College or during the enrolment of the student at the College, applications may be made to vary payment responsibility. This will require submission in writing from all enrolling parties who signed the Acceptance of Offer Form, advising of all changes and require the signatures of all enrolling parties. The College may insist on new enrolment documentation being completed and may require a further enrolment interview prior to accepting any changes.
c) In the event of non-payment of Tuition Fees, the College may: (1) refer the default to a debt collection agency which will require personal information being disclosed to the agency and you will be responsible for the collection costs; and/or (2) withdraw your child's enrolment.
15. I/We acknowledge that tuition fees and boarding fees are usually increased each year at the discretion of the College.

16. The College will provide updated information concerning fees in respect of tuition fees and other costs at least once a year. A copy of the current Fees and Finance Information is available on the College website at shc.sa.edu.au/enrolments/college-fees/. The College will provide the updated Fees and Finance Information at the address you have provided to the College, by sending it home with the student, mailing it to your home, communicating it to you by email, or by posting the information on the College's website.
17. I/We give consent for the College to contact any other school which my child has previously attended for the purpose of gathering information about my/our child's learning and behavioural needs, and ascertaining my/our fee paying record.
18. I/We accept that the College does not accept liability for damage or loss of any personal possessions of students and that insurance for students' personal possessions is my/our responsibility.
19. I/We will endeavour to help in the various school support activities including; Sports, College Council, Parents and Friends Association or other school committees.
20. I/We acknowledge that the College will make resourcing and planning decisions and allocate personnel and other resources on the assumption of:
 - a) the enrolment of the student with the College; and
 - b) if applicable, the enrolment of the student in the Boarding House; such that the College will suffer loss in the event that the student's enrolment is terminated without sufficient notice being provided to the College.
21. I/We agree that a full term's notice in writing must be given to the Principal or his/her nominee before the removal of a student from the College. This requirement applies to both current students and future students whose enrolment has been confirmed. Upon providing notice of withdrawal, we agree that we will incur a liability of:
 - a) where less than one term's notice is given, 25% of the annual Tuition Fee (representing an average of one term's Tuition Fees), irrespective of the date the student may leave during the term; or
 - b) where more than one term's notice is given, the proportion of the annual Tuition Fee calculated from the date of notice until the date the student ceases enrolment.
22. Boarding enrolments and re-enrolments are for the full year unless otherwise negotiated. Boarding enrolments will automatically renew for the following year unless notice in writing is provided to the Principal or his/her nominee by no later than the first day of Term 4 of the preceding year. During the school year, a full term's notice in writing is required to the Principal or his/her nominee before a transfer of a boarder to the status of a day student. Upon receipt of this notice, we agree that we will incur a liability of:
 - a) where less than one term's notice is given, 25% of the annual Boarding Fee (representing an average of one term's Boarding Fees), irrespective of the date the student may leave Boarding during the term; or
 - b) where more than one term's notice is given, the proportion of the annual Boarding Fee calculated from the date of notice until the date the student ceases boarding, calculated to the nearest term.
23. I/We accept that where there are two parent/guardian signatories, in order to provide termination notice as set out in clauses 21 and 22 above, both parties are required to provide written notice to the College.
24. I/We authorise the College, in the event of our child suffering from sickness or injury to take such action as it deems fit to obtain medical, dental or hospital care and attention (after making all reasonable efforts to contact a parent) and I/we agree to pay all costs incurred on behalf of our child and to indemnify the College in relation to all claims made or billed to the College.

I/WE DECLARE THAT ALL OF THE INFORMATION PROVIDED IN THIS APPLICATION IS, TO THE BEST OF MY/OUR KNOWLEDGE, TRUE. THIS FORM MUST BE SIGNED BY ALL LEGAL CAREGIVERS OF THE ENROLLING CHILD AND ABIDE BY ANY COURT ORDERS IN PLACE.

PARENT 1 / CAREGIVER 1

Parent/Caregiver Name	Signature	Date
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PARENT 2 / CAREGIVER 2

Parent/Caregiver Name	Signature	Date
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PARENT 3 / CAREGIVER 3 (IF APPLICABLE)

Parent/Caregiver Name	Signature	Date
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PLEASE NOTE – Applicants will be contacted regarding their Application for Enrolment. If applicants accept an Offer of Enrolment, the Terms and Conditions in the Parent/Guardian Declaration (clauses 1–24) as detailed in this Application for Enrolment are incorporated in the Acceptance of Offer.

General College information collection notice

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide when you are enrolling your child or your child is enrolled at the College. In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.

1. The College collects personal information, including sensitive information about students and parents or Caregivers and family members before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the College.
2. Some of the information the College collects is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. The College may request medical reports and health information about students from time to time to discharge its legal duty of care to the student and to other students and staff. This includes a student's asthma and anaphylaxis action plans, as well as any other health or medical information which is reasonably likely to impact on the College's ability to provide educational, first aid and related services.
5. A student's health and medical information will be disseminated and used within the College to best meet the College's duty of care responsibilities. This may include the use of photographs with health action plans to facilitate the identification of students who may be at heightened risk.
Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988* (Cth).
6. The College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
 - government departments;
 - third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging;
 - another College to facilitate the transfer of a student;
 - medical practitioners, and people providing educational support and health services to the
 - College, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
 - people providing administrative and financial services to the College;
 - 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 under child protection laws.

7. If this information is not provided to us, the College views this as an unacceptable risk and will not proceed with the enrolment.
8. The College will engage in fundraising activities from time to time. Information received from you may be used for these purposes. It may also be disclosed to the College's Parent and Friends Association who assist in the fundraising activities of the College. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
9. The College may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. The College's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.
10. The College's Privacy Policy is accessible via the College website at shc.sa.edu.au/our-college/our-policies/ or from the College office. The policy sets out how parents, caregivers or students may seek access to, and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the College's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
11. The College's Privacy Policy also sets out how parents, caregivers, students and their family can make a complaint about a breach of the APPs and how the complaint will be handled.
12. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on physical displays throughout the College and on our intranet. This may include photographs and videos of student activities such as sporting events, College camps and College excursions.
The College will obtain separate permissions from the student's parent or Caregiver (and from the student if appropriate) prior to including such photographs or videos or other identifying material in our promotional material or otherwise making this material available to the public, such as on the internet.
The College will obtain separate permissions from the student's parent or Caregiver prior to including personal information on class lists or College directories.
13. If you provide the College with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can request access to and correction of that information if they wish and to also refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects and complaints it receives.
14. In the event of default of payment of fees, the College may refer the default to the debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.
15. In situations where parents are separated, it is the policy of the College to release school reports to mother and father of the student upon request. It is our policy to allow both mother and father to attend parent/teacher interviews upon request. However, the College will abide by any court orders, which prevent the release of such information.

Application checklist

Please check that the following items are included when returning the Application for Enrolment Form:

- Completed and signed Application for Enrolment Form
- Payment of non-refundable Application Fee
- A copy of a birth certificate or extract from it
- Visa or Citizenship papers if born outside of Australia
- Latest school report and/or reference from previous schools
- Latest copy of the NAPLAN Results
- A copy of sacramental certificates (if applicable)
- Any Court Order or related information regarding custody of child (if applicable)
- Documentation relating to any special needs (reports, action plans and assessments).

Application payment advice

Enclosed is the Sacred Heart College Application Fee of \$110 (GST inc and non-refundable)

Student surname	Student first name										
Year level	Year of entry										
Method of payment											
<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit card (Mastercard or VISA)									
Credit card number											
Cardholder name	Expiry date										
Cardholder signature											

Office use only

Student ID number	Application fee paid
Date application received	Date acknowledgment sent
Date interviewed	Date offer sent
Date offer acceptance	Acceptance fee paid



SACRED HEART COLLEGE

Champagnat Campus (Years 7 – 9)

28 Percy Avenue, Mitchell Park SA 5043

Marcellin Campus (Years 10 – 12)

195 Brighton Road, Somerton Park SA 5044

Boarding House

195 Brighton Road, Somerton Park SA 5044

boarding@shc.sa.edu.au

(08) 8350 2500 | registrar@shc.sa.edu.au | shc.sa.edu.au

Marist
MARIST SCHOOLS AUSTRALIA