



# Enrolment Agreement

Student Family Name:

Student First Name:

Known as:

*This name will appear on the Class Roll*

Student Date of Birth:        /        /        ☐ Male ☐ Female

Year of Commencement:

Year Level:

Is this student of Aboriginal or Torres Strait Islander Origin?

☐ No   ☐ Yes, Aboriginal   ☐ Yes, Torres Strait Islander   ☐ Yes, both Aboriginal and Torres Strait Islander

I give permission for Good Shepherd Lutheran College to obtain, from the student's present and previous schools, information which will assist in the provision of an appropriate educational program

Parent/s signature

Date        /        /

OFFICE USE

Receipt Number:

Date      /      /



## Student Information

Surname: ☐ Male ☐ Female

Given Names: Preferred Name:

Date of Birth:

In which country was the student born?: ☐ Australia ☐ Other – please specify

Is the student a permanent resident of Australia: ☐ Yes ☐ No

If no please specify visa class Class: Subclass:

Passport Number: Expiry Date:

First Language: Language spoken at home:

Religious Affiliation:

If Lutheran, name of your congregation:

School transferring from:

Current Year Level:

### Please select your preferred Junior School in order of preference

☐ Howard Springs Campus ☐ Palmerston Campus ☐ Leanyer Campus

Does your child have a known disability or learning difficulty?  
(Intellectual, physical, emotional, hearing or vision) ☐ Yes ☐ No

If yes, please provide the name of the disability or learning difficulty:

(Please attach a copy of the relevant Report)

Has your child been assessed in the 'gifted' range? ☐ Yes ☐ No

Does your child have any of the following medical conditions:

☐ Asthma ☐ Diabetes ☐ Allergy ☐ Epilepsy ☐ Anaphylaxis ☐ Other

Name of Condition:

What are the symptoms?

What treatment should we give / how can we manage the condition?

Does this condition restrict your child from participating in any aspects of the  
College curriculum or program? ☐ Yes ☐ No

If Yes, please provide details

Has the student a current Health Plan ☐ Yes ☐ No

If yes, please provide a copy to the College or contact Student Services

Is your child affected by any of the following?

☐ Yes ☐ No

If Yes, please tick the relevant box:

☐ Speech / Language

☐ Social / Emotional / Behavioural

☐ Autism / Aspergers

☐ Hearing

☐ Non verbal Learning Disorder

☐ ADD / ADHD

☐ Vision

☐ Physical

☐ Learning Difficulty

☐ Other (please specify):

**The College reserves the right to determine its ability to meet the needs of potential students**

## College Connections

Siblings at Good Shepherd? If yes, please provide names:

Name: Past Current Future

Name: Past Current Future

Name: Past Current Future

Name: Past Current Future

## Family Statement

Please complete a brief statement outlining your reasons for wishing to send your child to Good Shepherd Lutheran College.

Is either parent/guardian a member of the Australian Defence Force?

☐ Yes ☐ No

## Photo Permission

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for College purposes. Eg, College website / social media / promotional materials / College publications.

I give permission for my child's photograph/video and name to be published:

☐ Yes ☐ No

**If your consent is not provided, please inform your child of your decision and ask your child to stand aside when photographs of College activities are taken.**

The College will seek permission in individual circumstances if we wish to use your child's photograph for media or third party use.

# Parent/Caregiver Information

*Note: Some of this information must be collected as stipulated by the Australian Government 'Performance Measurement and Reporting Taskforce' as required by all Schools and Testing Agents*

Contact	Parent / Caregiver Primary Contact	Parent / Caregiver Secondary
Title:	Mr / Mrs / Ms / Miss / Dr / Rev / Prof	Mr / Mrs / Ms / Miss / Dr / Rev / Prof
Surname:		
First names:		
Relationship to child		
Address:		
Postcode:		
Postal address:		
Postcode:		
Telephone (Home):		
Telephone (Mobile):		
Telephone (Work):		
SMS notification	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email:		
Occupation:		
Name of employer/business:		
Religious denomination:		

Emergency Contact:

1. Name:	Phone Number:
2. Name:	Phone Number:
3. Name:	Phone Number:

For Additional parent/guardian/carer to the enrolment (for shared care or dual living arrangements) please obtain an Additional parent/guardian form from the College.

Is either parent a staff member at Good Shepherd Lutheran College? ☐ Yes ☐ No

☐ Married ☐ Defacto ☐ Separated ☐ Divorced ☐ Foster ☐ Widow ☐ Single

Custody Orders ☐ Yes ☐ No

If yes a copy of the custody orders **must be supplied** with this agreement

Does the Mother have knowledge of this agreement? ☐ Yes ☐ No

Does the Father have knowledge of this agreement? ☐ Yes ☐ No

Applicant resides with: ☐ Mother and Father ☐ Shared parent care

☐ Mother Only ☐ Father only ☐ Grandparents ☐ Guardian ☐ Other:

## Application Fee Amount \$90 (\$140 as of 1 October 2024)

(lodging sibling applications at the same time will only incur one fee)

☐ Credit Card ☐ Cash ☐ Direct Deposit

If paying by Credit Card, please contact the College 8983 0300

Direct Deposit: Good Shepherd Lutheran College NT - BSB 035 318 Account 155 408 (Surname as reference)

## Enrolment Policy

(Full Enrolment Policy is available on our website [www.goodshepherd.nt.edu.au](http://www.goodshepherd.nt.edu.au))

## Documents Required

- ☐ Birth Certificate
- ☐ Immunisation Record
- ☐ Citizenship Certificate / Visa Details (if applicable)
- ☐ Court Orders (if applicable)
- ☐ Latest School Report (if applicable)
- ☐ Latest NAPLAN Report (if applicable)
- ☐ Medical / Learning Reports (if applicable)

## Enrolment Process

You and your child will be invited to attend an enrolment interview with the relevant Head of School as soon as a placement is available. The purpose of this interview is to learn more about your child.

## Additional Information

Please indicate how you found out about the College.

- ☐ Website ☐ Information Evening ☐ Referral from existing College family
- ☐ Advertisement ☐ Other

## Fees

It is the College policy that the person/s enrolling the student assume all responsibility for all accounts.

Please select **one** option for Payment of Fees:

☐ Full annual payment within 14 days of statement issue

or

☐ PaySmart (Direct debit – PaySmart Terms and Conditions available on the website)

For separated families, the College is able to portion fees on % bases for split billing ie 100% for one parent, 80% and 20% share, or 50% each. Please confirm below College fee allocation (if applicable).

### Family A

Name:

Billing email:

I ..... request for tuition fees and charges to be billed to me at the shared portion of .....% for the student listed above. I understand that I remain responsible for fees as per Conditions of Enrolment

Signed:

Date:

Print full name:

### Family B

Name:

Billing email:

I ..... request for tuition fees and charges to be billed to me at the shared portion of .....% for the student listed above. I understand that I remain responsible for fees as per Conditions of Enrolment

Signed:

Date:

Print full name:

### Enrolment Acceptance Bond – \$300.00

An enrolment acceptance bond (\$300 per student) is payable on **Offer of Enrolment** from the Principal, unless paid previously at enrolment into the College's Early Learning Centre. Students will not be able to commence at the College until this bond is paid in full. See conditions of enrolment for more information regarding enrolment acceptance bond.

## Conditions of Enrolment

Applicants will not commence at the College until the following enrolment processes have taken place;

- An interview is conducted by the Head of School (or his/her delegate).
- Confirmation of Enrolment from the Principal is issued.
- Payment of Enrolment Bond in full (\$300) is received by the College

### School Rules

Parents agree to be bound by the current and future policies of the College and undertake to ensure that their child will be bound by those rules. A copy of the relevant policy is available upon request. All students are expected to wear the correct school uniform and to maintain it in a neat and tidy manner at all times. In public at all times, students are to behave in such a way as to uphold the good name of the College. The continued enrolment of all students of Good Shepherd Lutheran College will depend on compliance with all the terms and conditions as detailed in the Enrolment Agreement and Enrolment Policy (This includes but is not to be limited to, the payment of fees in a timely manner, full disclosure of infectious diseases or disabilities)

### Disciplinary

Enrolment at Good Shepherd Lutheran College also assumes a commitment by the student to the life of the College. This commitment includes, but is not limited to:

- Supporting the Christian ethos of the College
- Adhering to the main principles set out in the College's Code of Conduct requiring respect for themselves and others
- Applying him/herself to the best of his/her ability
- Attendance and participation in College events.

Serious breaches of the College's Code of Conduct may result in suspension or termination of enrolment of the student. Such breaches may include, but are not limited to:

- The possession, use or supply of illegal substances at the College or on College based activities (as is covered by the College's Drug Policy)
- Major property damage or theft
- Sustained or serious harassment or victimisation
- Sustained refusal to cooperate with College requirements for student behaviour (as is covered by the College's Conduct and Relationships Policy)
- Any behaviour that undermines the Christian ethos of the College

### Uniform

Each student is required to wear full College uniform as per the Uniform Policy. A copy of the uniform guidelines is available from the administration offices at each campus and is found in the Parent Handbook

### Ethos

The College aims to model Christian community in action through its daily operations and through the way the staff, students and parents relate to each other. Applications for enrolment are welcomed from all families who undertake to support the College's aims and purpose regardless of race, ethnic background, gender, academic ability or religion. For further information, please contact the College Registrar.

### Camps/Excursions

All Junior and Middle School camps are considered an integral part of a student's education at Good Shepherd Lutheran College and are compulsory. Parents will be informed of the camps and excursions that are included in their child's schedule as they arise. Activity specific permission forms, including the extra costs involved in such activities (where applicable), may require completion from time to time.

### Enrolment Deferral

If a family wishes to defer enrolment for a period of time and not hold a place, the student joins the end of the appropriate waiting list, if applicable. If a family wishes to defer enrolment and hold a place, then a place may be held, but charges and fees must be paid (unless prior arrangements are agreed to by the Principal).

### Emergency Situations

In the event of a child requiring urgent medical attention because of injury or some other condition, the Principal or appointed staff member will arrange for transport to an appropriate medical facility for treatment, and all medical expenses incurred will be payable by the student's parents or caregiver

**Personal Possessions**

The College does not accept liability for damage or loss of any personal possessions of students and insurance for a student’s personal possessions is the responsibility of the family.

**Enrolment Bond**

To secure a place at Good Shepherd Lutheran College, a refundable \$300.00 Enrolment Acceptance Bond is required, unless paid at enrolment into the College’s Early Learning Centre’s. The bond will be held by the College and will be refunded in full when the student leaves, provided that notice of withdrawal\* is given and all outstanding monies are paid in full (outstanding resources and/or equipment are taken from the bond). Should the bond be paid and the student’s enrolment be cancelled before commencing at the College, the bond will be forfeited.

**Notice of Withdrawal**

Please provide notice of withdrawal\* should your child be leaving the College. If notice of withdrawal\* is not provided, the \$300.00 Enrolment Acceptance Bond will be not be refunded and the full fee for that specific term will be charged.

\*notice of withdrawal – one school term – corresponding with the published Good Shepherd Lutheran College NT school terms as per the College website [www.goodshepherd.nt.edu.au/enrolments/term-dates](http://www.goodshepherd.nt.edu.au/enrolments/term-dates) (excludes school holidays).

**Termination of Schooling**

The Principal reserves the right in absolute discretion to suspend a student for disciplinary purposes, whether temporarily or permanently.

**Payment of Fees**

There are two payment options:

- 1. Fees are due and paid within 14 days of statement issue. Fees may be paid by cash, cheque, Mastercard, Visa or Electronic Funds Transfer (EFT)
- 2. Payment over the school year by direct debit through the College’s PaySmart system (link on College website). More information regarding PaySmart will be sent on confirmation of enrolment.

The College is entitled to pursue recovery of outstanding fees and charges to the full extent of the law. In the event of any debt recovery action, I/we am/are responsible for any and all debt recovery fees and expenses incurred by the College. If I experience difficulty in meeting the payment of College fees, I will contact either the Principal or the Business Manager to discuss payment options and to comply with the conditions of any special arrangements made.

I understand that siblings of current students will not be granted enrolment into the College while the family’s fees are in arrears.

**Permissions**

I give permission for my child to leave College grounds for any minor excursion that may occur during the course of the school year.

I/we are aware that the College operates under the name of the Lutheran Church of Australia and by enrolling our child/children at this College undertake to support willingly and freely the Christian (Lutheran) basis, philosophies and behaviour standards of the College, even if these teachings vary from that of our own faith.

I/we understand that an unwillingness or inability to fulfil the above requirements may constitute a breach of the enrolment agreement and possible termination of enrolment may result.

Date:

Signed Parent / Caregiver:

(Print full name):

Date:

Signed Parent / Caregiver:

(Print full name):



# Privacy Information

1. The College collects personal information, including sensitive information about students and parents or guardians, 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 provide schooling to the pupil and to enable them to take part in all the activities of the College.
2. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
3. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, Lutheran Education agencies, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
4. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
5. The College from time to time engages in fundraising activities. Information received from you 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.
6. In situations where parents are separated, it is the policy of the College to release school reports to both parents of the student upon request as determined within the current Privacy legislation. It is also our policy to allow both parents to attend parent/teacher interviews upon request. However, the College will abide by any court orders which prevent the release of such information.
7. 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.
8. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical information or medical reports about your child from time to time.
9. In the event of default of payment of fees, the College may refer the default to a debt collection agency and/ or solicitor. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.
10. The College from time to time is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.
11. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in the College newsletter, magazine and our website.
12. Parents or guardians may seek access to personal information collected about them and their child by contacting the College. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
13. 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 College and why, that they can access that information if they wish and that the College does not usually supply the information to third parties.

Date:

Signed Parent / Caregiver:

(Print full name):

Date:

Signed Parent / Caregiver:

(Print full name):

## Additional Information

The National Schools Statistics Collection (NSSC) is a collaborative arrangement between state, territory and Australian Government education departments. It is managed by the Ministerial Council on Education, Employment, Training and Youth Affairs (MCEETYA), Performance Measurement and Reporting Taskforce (PMRT). The non-finance data collection is coordinated, processed and disseminated by the Australian Bureau of Statistics (ABS) with the detailed assistance of state and federal education departments. It provides annual, nationally comparable data for government and non-government schools in all states and territories. Information is provided on the number and characteristics of schools, students and staff. These data are derived from the annual Schools Census enumerated each August by the responsible authorities. This information will be kept by the College office. In addition this information will be provided to Northern Territory Department of Employment Education and Training. The College has in place comprehensive confidentiality and security policies and procedures for collection and handling of personal information.

## Parental Background Information

Does the student or parent/caregiver 1 or parent/caregiver 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

Mother: ☐ No, English only ☐ Yes, Other - please specify:

Father: ☐ No, English only ☐ Yes, Other - please specify:

Student: ☐ No, English only ☐ Yes, Other - please specify:

What is the highest year of primary or secondary school the parents/cargiver have completed?  
(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)  
*Mark one box only in each column*

### Mother

- ☐ Year 12 or equivalent  
☐ Year 11 or equivalent  
☐ Year 10 or equivalent  
☐ Year 9 or equivalent or below

### Father

- ☐ Year 12 or equivalent  
☐ Year 11 or equivalent  
☐ Year 10 or equivalent  
☐ Year 9 or equivalent or below

What is the level of the highest qualification the parents/cargiver have completed?  
*Mark one box only in each column*

### Mother

- ☐ Bachelor degree or above  
☐ Advanced diploma/Diploma  
☐ Certificate I to IV  
(including trade certificate)  
☐ No non-school qualification

### Father

- ☐ Bachelor degree or above  
☐ Advanced diploma/Diploma  
☐ Certificate I to IV  
(including trade certificate)  
☐ No non-school qualification

What is the occupation group

### Mother

### Father

*Please select the appropriate parental occupation group from the back page.*

*If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.*

*If the person has not been in paid work in the last 12 months, enter '8' in the box above.*

# List of Parental Occupation Groups

## GROUP 1: Senior management in large business organisation, government administration and defence, and qualified professionals

**Senior** executive/manager/department head in industry, commerce, media or other large organisation.

**Public service manager** (Section head or above), regional director, health/education/police/fire service administrator

**Other administration** [school principal, faculty head/dean, library/museum/gallery director, research facility director]

**Defence Forces** Commissioned Officer

**Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

## GROUP 2: Other business managers, arts/media/sportspersons and associate professionals

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]

**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]

**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional

**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

**Defence Forces** senior Non-Commissioned Officer

## GROUP 3: Tradesmen/women, clerks and skilled office, sales and service staff

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

**Skilled office, sales and service staff.**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refugee/child care worker, nanny meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

## GROUP 4: Machine operators, hospitality staff, assistants, labourers and related workers

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

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

**Office assistants**, sales assistants and other assistants.

**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]

**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

**Assistant/aide** [trades' assistant, school teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, miner, seafarer/fishing hand]

**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

**GOOD SHEPHERD  
LUTHERAN COLLEGE**

COMMUNITY • RESPECT • SERVICE



For more information, please contact the College Registrar  
on 8983 0300 or email: [enrol@goodshepherd.nt.edu.au](mailto:enrol@goodshepherd.nt.edu.au)

**HOWARD SPRINGS CAMPUS** – Corner Whitewood Road & Kundook Place

**PALMERSTON CAMPUS** – Corner Emery Avenue & Temple Terrace

**LEANYER CAMPUS** – 94 Leanyer Drive

PO Box 1146, Howard Springs NT 0835

p : 8983 0300 e : [admin@goodshepherd.nt.edu.au](mailto:admin@goodshepherd.nt.edu.au) [www.goodshepherd.nt.edu.au](http://www.goodshepherd.nt.edu.au)

