

## Additional Enrolment Information for Parent/Guardian to keep

# Galen Catholic College



### **Parental Occupation Definition:**

**Parental Occupation** is defined as the **main** work undertaken by the parent/guardian.  
If a parent/guardian has more than one job, report their main job.

### **Group A: 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 services administrator

**Other administrator** [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 B: 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 C: 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/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### **Group D: 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, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

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

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# Enrolment Policy

### **Rationale:**

- All children enrolling at Galen Catholic College deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

### **Relevant Galen Vision and Mission Statements**

#### **A. We believe that the following Vision statements and their corresponding Mission statements support this policy:**

- The Gospel is our Inspiration
- We celebrate our Catholic Christian heritage
- Faith is dynamic and evolving
- Through education we nurture the whole person
- All are challenged and encouraged to pursue their dreams
- We are an education community

#### **B. We believe that our graduate outcomes support this policy at Galen.**

- Have a dynamic faith
- Be committed to social justice
- Be environmentally aware
- Develop and sustain loving relationships
- Be life-long learners
- Realise their potential
- Be creative problem-solvers
- Be resilient, confident and independent
- Be respectful
- Have courage and integrity
- Be self-aware

### **Basic Beliefs**

- Catholic Education is open to all who seek it
- Priority of access to Galen is given to Catholic students
- Secondary access to Galen is given to non-Catholic students and families who actively support and respect our Catholic Christian nature, practices and ethos as a Catholic Christian School
- External measures which are deemed to gauge the degree of faith commitment of the parents should not be used as criteria for enrolling a student at Galen
- The ability of parents to pay school fees should not be used as a criterion for enrolling a student at Galen
- Neither academic criteria nor physical capacity should be used to exclude students from Galen

### **Aims:**

- To provide an efficient process of enrolment that satisfies the needs of both students, families, the College and the Sandhurst Diocese.

### **Implementation:**

All eligible applicants will be considered, but there is a ceiling to the number of places available in our College, determined by our ethos and beliefs, philosophic, financial, physical and industrial factors. If the College is unable to provide places for all applicants the following criteria will be applied in order.

- Preference in enrolment will be given to baptised Catholics.
- Siblings of current students will normally be accepted for enrolment.
- Students who have attended Catholic primary/secondary schools will normally be accepted for enrolment.
- Non – Catholic students from government schools are interviewed and normally accepted, depending on numbers
- The Principal has the ultimate responsibility and discretion in accepting enrolments.

## Additional Enrolment Information for Parent/Guardian to keep

### Enrolment process

- **Step One:** Enrolment form completed and sent to College within the published time frame, accompanied with the enrolment fee, refer back page of enrolment form.
- **Step Two:** All applicants are interviewed at the College and all forms are completed.
- **Step Three:** After all the interviews have taken place the College sends out letters of acceptance, offering a place at Galen Catholic College. If the family is not offered a place then they are given the opportunity of going on a waiting list.
- **Step Four:** Families who are offered a place respond by completing the acceptance reply, sending it back to the College with the acceptance fee, (as detailed in the acceptance letter) which confirms the child's place at Galen Catholic College (this money is deducted from your fees).
- **Step Five:** Accepted families will receive on-going communication through the mail and will be encouraged to contact the College if and when necessary.

#### Evaluation:

This policy will be reviewed as part of the College's three (3) year review process.

Galen Catholic College School Board  
Leadership Team  
Relevant Committee(s)  
General Staff  
Relevant parent body (Parent Association)  
Relevant student body (SRCs)

## Additional Enrolment Information for Parent/Guardian to keep

### Composite Fees 2017 (Indicative for 2018)

Year 7 - \$ 3,630	Year 9 - \$ 4,220	Year 11 - \$ 4,440
Year 8 - \$ 3,830	Year 10 - \$ 4,220	Year 12 - \$ 4,440

#### COMPOSITE SCHOOL FEES ARE MADE UP OF THE FOLLOWING 4 COMPONENTS:

1. **Tuition Fees:** This fee is a per annum charge and billed in full at the start of the school year or upon commencement at the College. This fee is required to maintain Galen Catholic College over and above Government Grants, both State and Federal. At present the State and Federal Grants comprise 70% of our overall operating expenses. The remaining 30% comprises money raised from Tuition Fees and fundraising.
  
2. **Subject Levies (Compulsory & Elective):** Subject levies are crucial to the day to day running of the school and the delivery of the curriculum. These levies represent the resources needed to deliver the curricula at each year level. They cover items such as library access, provision of learning materials, sport and leisure activities, equipment, annual magazine, diary, locker and combination padlock, School Care Accident Cover Insurance and other consumable resources required both in and out of the classroom. **Please note, additional course costs may be charged to students undertaking a VET course.**
  
3. **Camps and Excursions:** All camps and excursions are mandatory at all year levels. These fees will cover the full cost of all the major camps, retreats and excursions planned for the year level during the year. The only exceptions would be for Outdoor Education camps at Years 10, 11 & 12 and these will be billed directly to students throughout the year.
  
4. **IT Resource Levy:** This fee covers the cost for each student to use Galen's Information Technology facilities. It covers intranet and internet access, e-mail and e-learning facilities, printing (black & white & colour) and other resources required to maintain our present level of computers and the accompanying software. As a result of this fee, our students will be provided with facilities and resources, which are updated regularly and are essential for their education in today's world of developing Information Technology.

**LAPTOP FEE:** In addition to the Composite School Fees above, students in Year Levels 7-10 will be charged **\$400** each and students in Year Levels 11-12 will continue to be charged **\$325** for the continuation and support of the 1:1 Laptop program.

Laptop Fee	
Year Levels 7-10	\$400.00 per annum
Year Levels 11-12	\$325.00 per annum

**SPECIAL CIRCUMSTANCES:** In cases of financial hardship or where special/difficult circumstances exist, parents/guardians are invited to contact The Finance Team for an appointment to discuss ways of alleviating this financial burden. Parents and guardians are strongly urged to make such arrangements rather than allow debts to accumulate with the School. All details concerning fees and families are strictly confidential. **These arrangements are to be negotiated on an annual basis.**

*If special circumstances exist, please telephone Sandra Smith on (03)5723 8312 for an appointment to discuss your needs.*

**FAMILY DISCOUNTS:** Discounts are offered to those families who have more than one student attending Galen Catholic College. The Family Discount, if applicable, will automatically be credited to your account.

Number of Students	Amount
2 children	10%
3 children	20%
4 or more children	30%

## Additional Enrolment Information for Parent/Guardian to keep

# Financial Arrangements Method and Frequency of Payments

### COMPOSITE TUITION & LEVY FEES

These are charged to your account in full each year, or on commencement at the College.

### PAYMENT OPTIONS

Your payment options can include:-

- OPTION 1** Fortnightly or Weekly Repayments
- OPTION 2** Monthly Repayments - by the end of each month.
- OPTION 3** Term/Quarterly Repayments - Each being one quarter of the annual fee and due at the beginning of each term: February, April, July & October
- OPTION 4** Annual Payment - Account payable in full within 30 days of commencement
- OPTION 5** Other arrangements, after discussion with the Fees Officer, Business Manager and/or Principal

Frequency of Payments	Instalments per Calendar Year	Instalments per School Year
Yearly	One Payment	One Payment
Term	4 instalments	4 instalments
Monthly	12 instalments	10 instalments
Weekly	52 instalments	40 instalments
Fortnightly	26 instalments	23 instalments

### METHOD OF PAYMENT

Our preferred methods of payments are:-

Payment Methods Accepted	
Card Payments via Reception	EFTPOS, Credit Cards (Mastercard and Visa)
Payments in person	Cash or Cheque
Periodical Payments by Direct Debit	Direct Debit or Credit Card (Please contact School Administration for a Periodical Debit Authorisation Form)
Periodical Payments by Direct Credit	Payments made direct to our bank account (details listed below for your reference). This can be done by either making arrangements with your bank or using internet banking.

### BANK DETAILS

Galen College BANK DETAILS FOR DIRECT DEBITS are as follows:	
Bank	National Australia Bank Bendigo
BSB	083-543
Account Number	457 828 836
Reference	Your four digit school account number e.g. 1234 (Ensure this reference is included to enable correct receipting) and/or your family or student name e.g. 1234SMITH

*Note: Any combination of Payment Options listed above will be accepted.*

## Additional Enrolment Information for Parent/Guardian to keep

# TRANSPORT

## Bus Services

### *Are my children eligible for free bus travel?*

Free school bus services, established under Department of Education and Early Childhood Development, Bus Guidelines ensure that a fair and equitable service is available.

It is a policy of the Department of Education and Early Childhood Development that parents may choose to send their children to a school of their choice.

Free bus travel is only provided to the **nearest appropriate school** and when a student resides 4.8 kilometres or more from that school (front gate to front gate).

### *How do I know if my children are eligible?*

Non-government school students will be granted permission to travel to the nearest registered school of the appropriate denomination offering a program at their level.

It is recognised that, where a student does not meet the rules for eligibility to travel, special consideration may be sought. In such cases, the parent must seek the approval from the Regional Director, to travel on the appropriate school bus service. If the approval is given, these students would be treated as 'eligible' in future decisions about that bus service.

### *What if my children are not eligible for free bus travel?*

The current policy is that spare capacity on a school bus can be used for fare paying passengers.

Permission to travel is subject to stringent conditions, including the requirement of parents to make alternative arrangements if, at any stage, there is insufficient capacity on the relevant bus. Thus arrangements for fare paying passengers can only be made on a term-by-term basis. Final approval for travel is only granted when the appropriate documentation is completed and fares for the next term have been paid.

### *Bus travel enquiries:*

Mrs Sandra Smith

Phone: 03 5723 8312

Email: [Sandra.Smith@galen.vic.edu.au](mailto:Sandra.Smith@galen.vic.edu.au)

## Parent / Student Agreements

### **1. BELIEFS AND EXPECTATIONS**

#### **Galen's Beliefs**

Galen Catholic College is a Catholic-Christian school and part of a Catholic community. As such we aim to promote Catholic-Christian education within a broadly based school curriculum.

Our belief is that we should offer a thorough, professionally developed curriculum which aims at encouraging students to accept responsibility for their own learning and behaviour via a range of educational experiences.. The Catholic community believes that all policies and procedures at Galen reflect the Christian values of equal justice, love and respect for staff and students. We believe communication between school and home is essential and is to be encouraged at all times.

*Continued following page*

## Additional Enrolment Information for Parent/Guardian to keep

### Galen's Expectations

We expect each student and family to accept and support the Catholic nature of the school including religious education classes, camps, prayers and liturgies. As members of the Galen community, students, staff and parents are expected to uphold and to foster the unique nature of their school. We expect full student participation in all programs the College presents as part of the curriculum including class and year level camps, excursions and curriculum-related programs. To the best of their ability students, staff and parents are expected to create a learning environment based on gospel values and respect for all individual members of this community.

- We have read and understand the above.
- We accept and support the expectations of the College

**Mother/Father/Guardian Signature:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## 2. PERMISSION TO PUBLISH STUDENT NAMES / IMAGES

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

The Catholic Education Office Sandhurst (CEOS), Sandhurst and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes.

### **(PLEASE TICK ONE OF THE BOXES BELOW)**

**I give permission** for Galen Catholic College, CEOS/CECV to use the photograph/video, name and work of my child in its/their publications and publicity, without acknowledgment, remuneration or compensation.

**Examples of publications/publicity include: the Galen newsletter, Galen's annual yearbook, Galen's website, Galen course guides, advertising and editorial articles in local newspapers and TV advertising.**

**I do not give permission** for Galen Catholic College, CEOS/CECV to use the photograph/video, name and work of my child in its/their publications and publicity.

**Licensed under NEALS:** *The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.*

Name of Parent / Guardian  
(please circle ) \_\_\_\_\_

**Signed:** Parent/Guardian \_\_\_\_\_

**Date:** \_\_\_\_\_

**If Student is aged 15+, student must also sign: Signed:** Student \_\_\_\_\_

**Date:** \_\_\_\_\_

*Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).*

## Additional Enrolment Information for Parent/Guardian to keep

# Enrolment Agreement

### AGREEMENT

Please tick the following boxes and sign below

1. I/we have read and agree to the conditions outlined in the following documents (please tick all boxes as read):
  - Enrolment Policy
  - Schedule of Interim School Fees and Charges
  - Parent – Student Agreements
  
2. I/we have included copies of the following documents with this application for enrolment (please tick appropriate boxes):
  - Birth Certificate
  - Baptismal Certificate
  - Most recent previous school reports and external test results (where applicable)
  - Relevant Family Court Orders (where applicable)
  - Relevant medical and/or special needs information including clinical/educational assessments (where applicable)
  - Immunisation
  - Citizenship documents (if applicable)
  
3. I/we understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment.
  
4. If this enrolment is accepted I/we agree to support our child's participation in the religious life of the school (eg school liturgies, retreat programs).
  
5. If this enrolment application is successful I agree to honour the financial commitments required by the school.  
(To discuss financial arrangements or a payment plan please contact the business manager for an appointment.)
  
6. I/we have included the **Enrolment Application Fee** of \$ 50.00 with this application for enrolment and I/we understand that this money **will not** be refundable if the application is unsuccessful.

I/we have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

SIGNED: \_\_\_\_\_ (Father/Carer) \_\_\_\_\_ (Mother/Carer)

DATE: \_\_\_\_\_

### FINANCIAL COMMITMENT

As the parent(s)/guardian(s) submitting this change of detail advice, it is important you are aware that you are entering into a legal contract and therefore legally bound jointly and severally to pay all fees and charges for the enrolled child. When circumstances dictate that full payment is not possible, the obligation remains on the parent(s)/guardian(s) to discuss this with the relevant Galen representative at the time of enrolment. Subsequently to enrolment, a change in circumstances does not absolve the signatory(s) from their obligation for payment. Any change impacting the financial commitment of the signatory(s), should be communicated to the College immediately. Please note also that the College uses the services of a debt collection agency to collect fees that remain unpaid. In the event that a debt collection agency is employed to collect outstanding fees, costs of collection will be added to the outstanding debt.

I agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges

Parent/Guardian Signature	Parent/Guardian Signature
Print Name	Print Name
Date	Date

**Please note:**

- **Acceptance of this application for enrolment is subject to the approval of the Principal**
- **Acceptance to this school does not constitute acceptance into any other Catholic school**