



# St Bede's College Enrolment Application Form

Please return this form to the Enrolment Registrar,  
**St Bede's College, 2 Mentone Parade, Mentone Vic 3194**  
Email: [enrol@stbedes.catholic.edu.au](mailto:enrol@stbedes.catholic.edu.au) Phone: 9582 5999

### Please include with your application:

- A copy of your son's Birth Certificate
- Copies of your son's Baptism & Communion Certificate
- A copy of your son's Australian Visa if required (see below)
- \$100 application fee
- A copy of a recent energy bill and drivers' licence

Office Use Only	
Date received:	/ / 20
EN (Student) Key	_____
DF (Family) Key	_____
Priority	_____
House	_____
Brother/s	_____

### Student Details

Year of Commencement (e.g. 2022) \_\_\_\_\_ Commencement Year Level (e.g. Year 7) \_\_\_\_\_

**Campus:** Mentone  Bentleigh East

Victorian School Number  or unknown  or not issued

Family Name \_\_\_\_\_ Given Names \_\_\_\_\_

Date of Birth \_\_\_\_\_ Preferred Name \_\_\_\_\_

Place of Birth \_\_\_\_\_ Religion/Denomination \_\_\_\_\_

Country of Birth \_\_\_\_\_ Parish \_\_\_\_\_

Current School \_\_\_\_\_ Language spoken at home \_\_\_\_\_

Will there be a brother at St Bede's College when he starts? Yes  Mentone  Bentleigh East No

Did his father attend St Bede's College  St James College

Citizenship: Australian Citizen  Permanent resident  Temporary resident

(If Applicable)  Type of Visa \_\_\_\_\_ Expiry \_\_\_\_\_ (Please provide a copy of his Visa)

Aboriginal or Torres Strait origin? Yes  No

### Student's Main Home Address \_\_\_\_\_

Student resides with:  Both parents  \*Mother/Carer 1 \_\_\_\_\_ %  \*Father/Carer 2 \_\_\_\_\_

Mother Only  Father Only

Carer 1 Only  Carer 2 Only  Carer 1/Carer 2

\*Indicate time spent with each parent e.g. 50%

Should we address mail to:  Both Parents  Mother only  Father only  Mother/Carer 1  Father/Carer 2

Address for mail if different from home address \_\_\_\_\_

Are there any Access Restrictions: No  Yes  (If yes, a copy of the most recent Court Orders must be attached to this form)

Is there any other information you wish the school to be aware of? (If yes, please attach to this form)

**Parent/Carer Details**

**Mother/Carer 1:**

Relationship to child: \_\_\_\_\_

Title: \_\_\_\_\_

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Home address: \_\_\_\_\_

Telephone Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

*(Email address must be supplied)*

Nationality: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Religion: \_\_\_\_\_

Language spoken at home: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation Group Code: \_\_\_\_\_

*(Please refer to the enclosed List of Occupation Groups)*

Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Educational level: To Year 9  10  11  12

Tertiary Qualifications-None  Cert  Diploma  Degree

Further information about your child – Sacraments received

Baptism place: \_\_\_\_\_

Communion place: \_\_\_\_\_

Reconciliation place: \_\_\_\_\_

Confirmation place: \_\_\_\_\_

**Father/Carer 2:**

Relationship to child: \_\_\_\_\_

Title: \_\_\_\_\_

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Home address: \_\_\_\_\_

Telephone Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email address \_\_\_\_\_

*(Email address must be supplied)*

Nationality: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Religion: \_\_\_\_\_

Language spoken at home: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation Group Code: \_\_\_\_\_

*(Please refer to the enclosed List of Occupation Groups)*

Employer: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Educational level: To Year 9  10  11  12

Tertiary Qualifications-None  Cert  Diploma  Degree

Date: \_\_\_\_\_ Please include copy of certificate

Date: \_\_\_\_\_ Please include copy of certificate

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

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

**Please provide the following information if the student has any connections to St Bede's or St James College:**

Name: \_\_\_\_\_

Relationship to your son: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to your son: \_\_\_\_\_

Final year at St Bede's College: \_\_\_\_\_

House: \_\_\_\_\_

Final year at St James College: \_\_\_\_\_

House: \_\_\_\_\_

**For the year of entry, please complete the following:**

Name of Brother:

\_\_\_\_\_

\_\_\_\_\_

Previous student  Current Student  Future

Previous student  Current Student  Future

## Individual Needs

Please indicate if your son has received any individual assistance? If yes, please attach information as necessary:

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## Payment of Fees

Which parent/carer will be responsible for the payment of school fees? (Please tick the appropriate box and sign).

- Both: Signatures of both parent** \_\_\_\_\_
- Mother: Signature** of mother \_\_\_\_\_
- Father: Signature** of father \_\_\_\_\_
- Split between parents (50%):** Signatures of **both** parents: \_\_\_\_\_
- Other:** Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address for **fee accounts** if different from Home Address \_\_\_\_\_

Preferred Email address for Billing \_\_\_\_\_

**Disclaimer:** Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website: [www.stbedes.catholic.edu.au](http://www.stbedes.catholic.edu.au)

## Terms and Conditions

### Payment:

The Parent(s)/Carer(s) agrees to comply with the trading terms of St Bede's College and payment of all school fees shall be made by the Parent(s)/Carer(s) to St Bede's College by end of term one each year on receipt of the invoice for these school fees or in satisfaction of the terms of any agreement entered into with the Business Manager of St Bede's College. St Bede's College may use from time to time external contractors to collect school fees which are outstanding. Parent(s)/Carer(s) who breach the terms of this agreement may incur extra costs associated with the collection of school fees. For more information please refer to the Fee Policy on the St Bede's College website: [www.stbedes.catholic.edu.au](http://www.stbedes.catholic.edu.au)

### Joint and Severally Liable:

Upon both parties signing this enrolment form both parties agree to be held jointly and severally liable for all school fees, costs, contingency fees, interest etc. regardless of any changes in their circumstances now or in the future to St Bede's College. St Bede's College may at times enter into an agreement with either party or a third party, but in doing so does not relinquish, diminish or alter in any way that St Bede's College may exercise its rights to pursue either party for any outstanding school fees, costs, contingency fees, interest etc. from either party regardless of any payments that have been paid by either party or any third party.

### Photograph /Recording Permission – Terms and Conditions

Your son's photo and name may be published in school publications, such as the St Bede's College Newsletter or website, or in local newspapers. The photograph may appear in materials which will be available to schools and education departments around Australia under the National Education Access or 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.

The Catholic Education Office, Melbourne and the Catholic Education Commission of Victoria Ltd may also require student photographs in print and online promotional and educational materials. For more information please refer to the Privacy Policy on the St Bede's College website: [www.stbedes.catholic.edu.au](http://www.stbedes.catholic.edu.au)

**I/We hereby give permission for my son to be photographed in accordance with the Photograph/Recording Terms and Conditions above which I / we acknowledge having read and signed. Please note that this is an ongoing permission for your son's entire time at St Bede's College.**

**Permission given**

**Permission not given**

## Standard Collection Notice - This standard collection notice has been prepared with consideration to legal advice

1. St Bede's College collects personal information, including sensitive information about students and parents or carers before and during the course of a student's enrolment at the College. This may be in writing or in course of conversations. The primary purpose of collecting this information is to enable the College and the CECV to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all activities of the College.
2. Some of the information we collect is to satisfy St Bede's College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of this College require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988* (Cwth). We may ask you to provide medical reports about students from time to time.
5. St Bede's College may disclose personal and sensitive information for administrative, educational and support purposes. This may include to College service providers such as the Catholic Education Commission of Victoria, Catholic Education Offices, parish, school governing bodies and other dioceses; third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network (ICON) system; another school to facilitate the transfer of a student; government departments; medical practitioners, and people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors; anyone you authorize the College to disclose information to; and anyone to whom we are required or authorized to disclose the information to by law.
6. Personal information collected from students is regularly disclosed to their parents or carers.
7. The College also uses 'Google Apps for Education (GAFE)' including Gmail. Through the use of these services, personal information of students, parents or carers may be transferred, stored and processed by Google in the United States, or any other country Google uses to provide these services. College personnel and the Catholic Education Commission of Victoria and their service providers may have the ability to access, monitor, use or disclose emails, communications (eg instant messaging), documents and associated administrative data for the purposes of administering the system and ensuring its proper use.
8. Where personal information is held by GAFE it will be limited and may include; Name, email address and student date of birth. Personal information held by GAFE will be stored in accordance with APPs.
9. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia. If the 'cloud' storage is outside Australia the College has taken reasonable steps to ensure that the 'cloud' storage is located in a country which offers similar protection to the APPs.
10. Where personal and sensitive information is retained by the CECV by a cloud service provider for education and administrative purposes, it will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.
11. The School's Privacy Policy is accessible via the school website, newsletter, handbook or from the College office. The policy sets out how parents, carers or students may seek access to personal information collected about them. However, there may 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.
12. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the Australian Privacy Principles and how the complaint will be handled.
13. The College may engage 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.
14. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet and on our website. This may include photographs and recordings of student activities such as sporting events, College camps and excursions. The College will obtain permissions on enrolment from the student's parent or carer (and from the student if appropriate) prior to publication if we would like to include such photographs or recordings [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
15. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them 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 disclose this information to third parties.

## Parent/Carer Declaration

As a consequence of enrolling my/our son at St Bede's College I/we:

1. agree to support the method and aims of St Bede's College as a Catholic and Lasallian College. Catholic teaching and values are central to the life of St Bede's College. I / we accept the commitment that my / our son will participate in regular instruction and worship.
2. agree to support the College's education and faith development programs, including participation in day and overnight field trips, excursions and camps, retreats, reflection days and sports carnivals.
3. agree to attend Parent Information Nights and Parent / Teacher Interviews.
4. will ensure that our son wears the correct College uniform in the appropriate way.
5. agree to abide by College rules, as set out in the Student Diary, particularly in respect to cigarette smoking, alcohol and illegal substances and are aware of the consequences, should our son infringe such rules.
6. will review our son's diary each week, while he is a student in Years 7 – 10 and will subscribe to, and read, the tri-weekly Newsletter on the St Bede's website or to obtain a copy from the office or library.
7. agree to pay Tuition Fees and levies promptly. Should problems arise with the payment of fees, to contact the Business Manager promptly in order to resolve the matter.
8. understand that it is my role as parent/carers to advise the College of any Court Order (s) that may exist in regard to my son and to provide a copy of the Court Order (s) for his College file.
9. accept that the College reserves the right to suspend or expel a student for serious or continued breaches of College rules, regulations and/or policies, including conduct which brings into disrepute the good name and reputation of the College
10. accept that the College does not accept liability for damage or loss of any personal possessions of students and that insurance of students' personal possessions is my responsibility.

I / We declare that all of the information provided in this application is, to the best of my knowledge, true. I / We acknowledge and accept all of the above terms and conditions

Signature of Mother/Carer 1 \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Father/Carer 2 \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

*\*All enrolments for St Bede's College, from the current St James Priority Parishes, are subject to the amalgamation proceeding with St James College in 2021.*