



MOUNT ERIN BOARDING ENROLMENT FORM

10 Edmondson Street Wagga Wagga NSW 2650

Phone: 02 6932 6199 **Email:** leaderofboardingmebs@ww.catholic.edu.au

STUDENT DETAILS

Surname Given Names Male Female

Address

Date of Birth Religion Home Phone
Student Mobile

Present School Present Age
Present School Year

Proposed Year of Enrolment Age
(at time of enrolment) School Year

Nationality Languages spoken at home
(Other than English)

Is the Student of Aboriginal or Torres Strait Islander origin? Please tick box

No Yes Aboriginal Yes Torres Strait Islander

Weekday Only (Mon to Fri afternoon) Sunday Option (Arrive between 7.15pm to 8.30pm)

Kildare Catholic College Mater Dei Catholic College

Previous Boarding (if any?)

FAMILY DETAILS

Parent / Carer 1 **Parent / Carer 2**

Surname Surname

Given Names Given Names

Address Address

Email Address Email Address

Telephone Home Telephone

Mobile Mobile

Work Work

Occupation Occupation

Billing Address (if different to home)

Number of Children in Family Position of Student in Family (eg 1st, 2nd, 3rd)

CONDITIONS OF ENROLMENT

Mount Erin Boarding is the residential facility of Kildare Catholic College and Mater Dei Catholic College Wagga Wagga. The Leader of Boarding is responsible for the management of Mount Erin Boarding and is ultimately responsible to the Director of Catholic Education Diocese of Wagga Wagga through the Principals of Mater Dei and Kildare Colleges. In all matters regarding boarding, the Leader of Boarding is the delegated authority for the Boarding House. All notices and advice with regard to boarding should be directed to the Leader of Boarding.

1. The Enrolment Fee of \$100.00 accompanying this application is non-refundable.
2. Parents/carers signing this Enrolment Application Form agree to pay the approved boarding fees each year in accordance with the Diocesan Fee Agreement. Fees are to be paid in full within 30 days of invoice (unless otherwise agreed) as per an agreed payment plan.
3. In the event of a student being absent from the Mount Erin Boarding without prior notice of illness or any other reason, the Boarding House must be immediately advised by telephone, email or in person.
4. Should a student's enrolment be externally suspended/expelled by the Principal of the College of attendance or the Leader of Boarding, the boarding fee payable shall be calculated to the end of the Term in which such suspension or expulsion occurs.
5. At all times the Leader of Boarding shall have the powers of control and guardianship as the parent/carer/guardian would have if present, including the power to consent to medical, surgical or hospital treatment and the parent/carer will be responsible for any expenses so incurred for or on behalf of the student.
6. Parents can request leave or attendance at an activity. Approval is given by Mount Erin Boarding. If a leave request or an activity is deemed to be unsafe, boarding will not approve the request. That decision is final.
7. These conditions are subject to alteration from time to time by Mount Erin Boarding. Any such alteration shall be notified in writing to parents/carers. Continuing enrolment of a student at Mount Erin Boarding following receipt of such notice shall be deemed to constitute acceptance of the revised conditions.
8. I hereby give consent for my daughter/son to participate in outings and excursions organised by Mount Erin Boarding. I give consent for the Leader of Boarding or her/his representatives to seek any medical care necessary during these outings, and I agree to take responsibility for any expenses incurred as a result.

PARENT AGREEMENT

I/We certify that the information I/We have given on the College and Mount Erin Boarding Forms is correct and that our daughter/son will conform to the expectations including dress/appearance, conduct and cooperation as outlined in the Mount Erin Boarding Student and Parent/Carer Agreements.

I/We agree to cooperate to the best of my/our ability in matters relating to Mount Erin Boarding.

I/We the undersigned herewith guarantee the punctual payment of Boarding Fees on the receipt of accounts for such fees. It is agreed that this guarantee will not be discharged until such time as all Boarding Fees are paid in full.

Parent 1: Name

Parent 2: Name

Signature:

Signature:

Date:

Date:

This form should be returned as soon as possible together with the Enrolment Fee (\$100.00) to the Leader of Boarding, Mount Erin Boarding, PO Box 1014, Wagga Wagga NSW 2650 so that an Enrolment Interview can be scheduled with the student and parents/carers.



Mount Erin Boarding Parent/Carer Acceptance Agreement

Thank you for accepting the offer of a place at Mount Erin Boarding. The place is offered on the understanding that the information you provided in your application was accurate and complete. Please keep all information about your child up to date while they are boarding at Mount Erin. The Mount Erin Boarding Agreement is between a student's parents/carers and the Leader of Boarding.

This signed Boarding Agreement confirms:

- a boarding place is available for the student;
- the conditions under which the boarding place is offered and accepted;
- the care arrangements while the student is at the boarding house; and
- the grounds for suspending or terminating the Boarding Agreement.

Student, Parent and Emergency Contact Information

By accepting the place and signing the Boarding Agreement the parents/carers agree to:

- provide the name, address and contact details of the person/s, in addition to the parent/s, who can be easily contacted in an emergency;
- inform Mount Erin, in writing, within 14 days of any change to student, parent/carers or emergency contact information;
- provide and maintain up to date information regarding the student's needs and particular provisions for their day to day care, support and development;
- allow boarding staff to attend to the student's medical, physical or mental health needs as required, including taking the student to appointments with nominated health professionals;
- the Leader of Boarding seeking emergency care for the student without obtaining prior consent if this is not practical in the circumstances; and
- provide the name, address and contact details of the person/s who can make decisions and perform the functions of a 'parent' when they are not residing at home or contactable.

Code of Conduct and Personal Responsibility

By accepting the place and signing the Boarding Agreement the parent/s agree:

- the student will comply with the Boarding Code of Conduct;
- to fully support and abide by the Boarding Code of Conduct;
- the student is responsible for their personal property and for loss or damage to that property unless it was maliciously caused by other students or negligence of staff; and
- to immediately collect a student who is suspended from Mount Erin when requested by the Leader of Boarding.

Payment for Accommodation and Individual Services

By accepting the place and signing the Boarding Agreement the parent/s agree to:

- assign to Kildare Catholic College on behalf of Mount Erin Boarding any subsidies or payments received to offset the charge for accommodation each year;
- pay the invoiced amount for accommodation and any individual services as per the Fee Agreement each year;
- pay any outstanding amounts if the Boarding Agreement is terminated.
- advise the Leader of Boarding/ Boarding Office in writing if intending to withdraw their son/ daughter from Mount Erin. Families withdrawing students from boarding voluntarily during term do not receive a refund for that term.

Responsibilities and Functions of the Leader of Boarding:

By offering the place and signing the Boarding Agreement the Leader of Boarding will:

- provide the student with accommodation and individual services each year;

- be responsible for the student's safety and care while the student is under the care and control of boarding staff;
- request parent/carer consent prior to attending to the student's medical needs or health condition;
- seek emergency care for the student without obtaining prior consent from the parent/s if this is not practical in the circumstances;

Suspending the Student or Terminating the Boarding Agreement

The Leader of Boarding may, in accordance with CEDWW policies suspend, exclude or terminate the student and end the Boarding Agreement if:

- the student ceases to be enrolled at the College specified in the Application;
- the student breaches the Boarding Code of Conduct;
- the information in the Boarding College Application is false or misleading; or
- the parents/carers breach this Boarding Agreement.

Suspending the student from Mount Erin Boarding

If the student is suspended from Mount Erin, they are unable to reside at the Boarding House for the duration of the suspension. The Leader of Boarding will provide the student and the parent/s with written advice:

- that the student is suspended from Mount Erin and must leave the Boarding House grounds;
- of the reason for the suspension;
- of the date on which the suspension commences;
- of the date on which the suspension ends and the re-entry process for the student to return to Mount Erin; and
- if applicable, that the Boarding Agreement may be terminated while the student is suspended.

Terminating the Boarding Agreement

To terminate the Boarding Agreement, the Leader of Boarding will provide the student and the parent/s with written advice:

- that the Boarding Agreement is terminated meaning a boarding place will no longer be provided for the student;
- of the reason for the termination;
- of the date on which the termination becomes effective.

\$100 Enrolment Fee

Signing the Boarding Agreement means:

- the parent/s pay the fee to secure the boarding place for the student;
- the fee is not refundable if the family decide not to proceed with enrolment after Acceptance.

TERM OF THE MOUNT ERIN BOARDING AGREEMENT

Start Date: _____ End Date: _____

ACCEPTANCE OF THE MOUNT ERIN BOARDING AGREEMENT

Parent 1 Name: _____

Parent 1 Signature: _____ Date: _____

Parent 2 Name: _____

Parent 2 Signature: _____ Date: _____