



## MOUNT ERIN BOARDING

10 Edmondson Street Wagga Wagga NSW 2650  
Postal Address PO Box 1014 Wagga Wagga NSW 2650

Phone: 02 6932 6199 Email: [mebs@ww.catholic.edu.au](mailto:mebs@ww.catholic.edu.au)

### ADMISSIONS FORM - PART 1

#### 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 \_\_\_\_\_ School Year \_\_\_\_\_  
(at time of enrolment)

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

**Special Needs:**  Yes  No If Yes, please provide details.

It is important to declare any special needs in order to for us support your child.

Weekly Boarding Only (Mon to Fri afternoon)  Weekly + Sunday Option (Arrive between 7.15pm to 8.00 pm)

Kildare Catholic College  Mater Dei Catholic College

Previous Boarding (if any?) \_\_\_\_\_

#### Use of Student Photos/ Permission

I/We give permission for Mount Erin Boarding permission to use photographic/ digital images and or video of my son/ daughter in publications, newsletters, Facebook, news releases, online publications and in other communications related to Mount Erin Boarding.

Parent/ Carer Signature: \_\_\_\_\_



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### ADMISSIONS FORM PART 2

#### FAMILY DETAILS

##### Parent / Carer 1

Surname

##### Parent / Carer 2

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 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)



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### ADMISSIONS FORM PART 3

#### INFORMATION

Mount Erin Boarding provides a weekly residential programme for students who require boarding in order to attend either Kildare Catholic College or Mater Dei Catholic College Wagga Wagga.

The Head of Boarding is responsible to the Director of Catholic Education, CEDWW. In all matters regarding boarding, the Head of Boarding is the delegated authority for the Mount Erin Boarding and its residence. All notices and advice with regard to boarding should be directed to the Head of Boarding. The Head of Boarding collaborates and liaises with the Principals of Kildare and Mater Dei Catholic Colleges.

Application can be submitted by parents/ carer in person or via email ([mebs@ww.catholic.edu.au](mailto:mebs@ww.catholic.edu.au))

There are **TWO** levels of Weekly Boarding programme available: (See Current Fee Schedule)

- 1. Weekly Boarders** (From 3.20 pm Monday to Friday 4.00 pm )
  - The Boarding residence is open from 8.00 am each morning
  - Students can drop their bags at the residence from 8.00 am - they do not enter the dorms at this time.
- 2. Sunday Night Boarders** (From 7.15 pm and 8.00 pm / Monday am)  
In addition to Weekly Boarding
  - Intended for Weekly Boarders Boarders traveling from Lake Cargelligo - bus arrives around 7.20 pm
  - Enquiries regarding Sunday Night needs to be made to the Head of Boarding
  - Attracts an additional charge to Weekly Boarding - see Fees Schedule
  - Includes a light evening meal and breakfast
  - Skeleton Staff on Duty/ Limited spaces

An **Offer of Boarding** placement is subject to:

- Availability of room related to Boys Boarding/ Girls Boarding spaces
- Year level eg Junior / Senior room spaces
- Acceptance of position at either Kildare of Mater Dei Catholic Colleges
- Submission of Medical/ Health Forms
- Boarding Interview with Head of Boarding

Application Forms can be downloaded from the Mount Erin Boarding Website

The Boarding Interview is normally coordinated with the school interview and in person, however this may also be carried out online where/ when necessary. A Boarding Tour can be requested.

#### CONDITIONS OF ENROLMENT

- 1.** Please note that **one term's notice** is required before withdrawing from the Boarding programme. There is no refund provided for days absent from the Boarding House.
- 2.** Year 12 students are still required to pay the annual fee and can remain at the Boarding House until their final exam. (See Fees Schedule)
- 3.** 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.



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4. 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. It is expected the parent informs their child's school of absence in the first instance.
5. Should a student's enrolment be externally suspended/expelled by the Principal of the College of attendance or the Head of Boarding, the boarding fee payable shall be calculated to the end of the Term in which such suspension or expulsion occurs.
6. At all times the Head 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.
7. 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. All Leave is managed using REACH Boarding Software.
8. Please Note: On REACH, "Parent Approval" is Level 1 request. Approval for any activity or LEAVE is Level 3 given by Boarding Staff or Level 4 which is given by the Head of Boarding.
9. MEB Transport is predominantly for Medical and Dental appointments after school between 3.30 pm and 7.00 pm. Transport other than school based activities, medical and dental will be charged to accounts. (see current fee schedule and MEB Transport policy )
10. 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.
11. I hereby give consent for my daughter/son to participate in outings and excursions organised by Mount Erin Boarding. I give consent for the Head 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 \_\_\_\_\_

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

Parent 2: Name: \_\_\_\_\_

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



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### ADMISSIONS FORM PART 4

## 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 Head 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.
- understanding of the expectations outlined in the Parent /Student Handbook

### 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/carer 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 Head 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 Head of Boarding.



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### 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 Head 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 Head of Boarding:

By offering the place and signing the Boarding Agreement the Head 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 Head 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 Head 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.



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### Terminating the Boarding Agreement

To terminate the Boarding Agreement, the Head 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.

### 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: \_\_\_\_\_

This form should be returned as soon as possible to the Head 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.



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### ADMISSIONS FORM PART 5

#### CHECK LIST

Thank you for your interest in seeking enrolment into Mount Erin Boarding. This enrolment application is to be completed and returned to Mount Erin Boarding Office with all supporting documents.

A COPY of the following documents (where applicable) are required as part of your enrolment application.

Tick where Applicable	Document Name	School Use Only
<input type="checkbox"/>	Application for Enrolment	
<input type="checkbox"/>	Terms and Conditions- Original Signatures required	
<input type="checkbox"/>	Birth Certificate	
<input type="checkbox"/>	Immunisation Certificates	
<input type="checkbox"/>	Special Needs & assessments reports for speech, hearing, cognitive, occupational therapy or others (if applicable)	
<input type="checkbox"/>	Medical Action Plan e.g Asthma, Anaphylaxis (if Applicable)	
<input type="checkbox"/>	Medical Plan e.g Mental Health plan, Medication plan (if applicable)	
<input type="checkbox"/>	Current Photo	
<input type="checkbox"/>	Family Court Orders/ Parenting Agreement / AVO/DVO relevant to student (if applicable)	