

# Enrolment Agreement Indicating Acceptance of Offered Place

Congratulations on being offered a place for your child at Melton Christian College (MCC).

**Child's Name:** \_\_\_\_\_

**Year Level:** \_\_\_\_\_

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

By signing this form and accepting the offer of a place for your child(ren), you are indicating that you have familiarised yourself with the following five key documents that are on our school's website:

1. Enrolment Policy (Prospective parents considering enrolment of their child in MCC online, must read and agree to the information including, but not limited to supervision requirements that is unique to the Online Campus. That information is in the Enrolment Policy.)
2. Enrolment Terms and Conditions
3. Parent/Guardian Code of Conduct
4. Student Code of Conduct
5. The current schedule of fees (understanding that fees increase yearly)

Also, by signing this form, you agree to the following:

- That you are legally authorised to enrol this child in this school
- To abide by and support the policies and procedures of the College as outlined in the MCC Handbook, available on our MCC website.
- To inform the College immediately of changes to: your contact details, your child's health or other care needs, custody arrangements, your financial or your marital/household situations.
- To hereby consent to your child attending school excursions/outings as arranged by MCC staff.
- That you have supplied all relevant medical and emergency information needed for us to fulfil our duty of care of your child.
- That you acknowledge the distinctively Christian nature of MCC and agree to support its Christian ethos, teaching and practices.
- That you understand that this enrolment has a one school term probationary period to confirm suitability of the enrolment, as well as compliance with all school policies and procedures.
- To meet all costs when they are due according to formal invoicing. This includes costs related to enrolment termination, including the charge imposed when one term's notification in writing is not given, in which case one term's fees will be charged in lieu of notice. You also agree to meet the cost of any deliberate damage to College property caused by your child.
- That fees may be paid either upfront in full, or ongoing regular payments via direct debit
- That where there is more than one signatory parent/guardian, responsibility for fee payment is under the basis of joint and several liability.

It is important that you have the financial capacity to be able to pay fees as they arise. We wish to avoid the emotional dislocation students may suffer if the family has financially over-committed and withdrawal of the enrolment becomes necessary.

To indicate your support and acceptance of this enrolment agreement, sign below and return this form within two weeks along with a non-refundable \$500 payment which will open your fee account in the positive because it will go directly toward your initial fees.

**SIGNATURES OF BOTH PARENTS/GUARDIANS**

Parent/Guardian 1 Full Name: \_\_\_\_\_

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

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

Parent/Guardian 2 Full Name: \_\_\_\_\_

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

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

Please tick below who is responsible for fees and any incidental additional charges:

- Both parents
- Only the Mother
- Only the Father
- Another person (please write down their full name) \_\_\_\_\_