



## STUDENT ENROLMENT INTENTIONS FOR 2013 (GENERIC FORM)

Please read and return completed forms to Salesian College by **FRIDAY 21 SEPTEMBER**.

### BACKGROUND

To assist us in our planning for the 2013 school year we ask you to complete the following. Completion and return of this College Expectations Agreement and Update of Information form is essential for the following reasons:

- To reserve a place for your son at Salesian College in 2013;
- To demonstrate your family's commitment to the College;
- To demonstrate your son's commitment to the College;
- To update your personal details to ensure that the College is acting in accordance with your preferred and current communication addresses.

### INSTRUCTIONS

FORM	READ/COMPLETE/ RETURN	REQUIRED ACTION	COMPLETED
Student Enrolment Intention Form 2013	ALL families to Complete & Return	Select an option for 2013 from the intentions choices below and sign this section at the bottom of the page	
College Re-enrolment Agreement	Complete & Return ONLY if your son is definitely re-enrolling next year at Salesian College	1. Read the agreement	
		2. ALL parent(s)/guardian(s) to sign	
		3. Student must sign	
		4. Enclose payment of \$150 re-enrolment fee. (Credited to 2013 fee account).	
Details Confirmation Form	ALL families to Complete & Return	1. Read the Communication Fact Sheet and indicate the primary contact for all College Communication. 2. If you have not already indicated your preference for receiving the newsletter please complete and return this section of the form.	
Communication Fact Sheet	Read & Retain for future reference	Read, indicate primary contact as per the Details Confirmation Form and retain fact sheet for future reference.	

**2013 INTENTIONS FOR** (student full name) \_\_\_\_\_

Please tick one of the following:

- DEFINITELY** intends to return to Salesian College in 2013
- DEFINITELY NOT** returning to Salesian College in 2013
- UNDECIDED** about returning to Salesian College in 2013

**PLEASE SIGN HERE**

Signature of Parent \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/2012

Office Use Only	
Date / /2012	Processed



# COLLEGE RE-ENROLMENT AGREEMENT

Please read, sign and return this form to Salesian College by **FRIDAY 21 SEPTEMBER 2012**.  
 Signatures are required from ALL parents/guardians and from the student.

1. It is expected that all parents and students will respect and support the Catholic Ethos of Salesian College.
2. It is expected that all parent(s)/guardian(s) will commit to paying the annual school fees promptly.
3. It is expected that all students enrolled at the College will participate in College activities such as representative teams, College sports days, Year level Camps and Retreats, presentation night and class excursions when required.
4. Every student enrolled at the College is expected to adhere to all College rules, as stated in various College policies (these documents can be found on the College website and in the student study planners). In particular we draw your attention to Code of Behaviour, College Uniform Code, Anti bullying and homework policies.
5. In the case of an emergency and in the event the College is unable to contact you directly, the College will seek medical attention from the nearest doctor or hospital, and if need be will call an ambulance. Any costs incurred will be the responsibility of the parents. We encourage all families to explore ambulance cover to avoid unnecessary costs.
6. Parents are expected to attend parent/teacher evenings to monitor your son's progress.

I/we have read the above and agree to the terms stated above. I/we also agree to support the College administration in regard to school policies and regulations.



Parent Full Name \_\_\_\_\_ Signature \_\_\_\_\_/ \_\_\_\_\_ Date \_\_\_/\_\_\_/ 2012

Parent Full Name \_\_\_\_\_ Signature \_\_\_\_\_/ \_\_\_\_\_ Date \_\_\_/\_\_\_/ 2012

Student Full Name \_\_\_\_\_ Signature \_\_\_\_\_/ \_\_\_\_\_ Date \_\_\_/\_\_\_/ 2012

**PLEASE MAKE \$150 RE-ENROLMENT DEPOSIT BY A PAYMENT METHOD BELOW** Please tick one option below:

- Option 1:** pay in person at the College Accounts Office – please bring this form with you.
- Option 2:** pay by credit card – please fill out details below and return this form.

PAYMENT DETAILS																					
<b>Credit Card Type</b>	Visa/MasterCard/Amex																				
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<b>Expiry Date</b>																					
<b>Card Holder Name</b>																					
<b>Signature</b>																					



# CONTACT DETAILS CONFIRMATION FORM

Please return this form to Salesian College by **FRIDAY 21 SEPTEMBER 2012**

**Student Full Name** \_\_\_\_\_ **Student Homeroom** \_\_\_\_\_

## Parent Details 1

		Make any changes in this column
Name (preferred)		
Mobile Phone		
Email		
Mailing Address		

## Parent Details 2

		Make any changes in this column
Name (preferred)		
Mobile Phone		
Email		
Mailing Address		

**PLEASE INDICATE WHO WILL BE THE PRIMARY CONTACT TO BE THE ONLY PERSON TO RECEIVE ALL COMMUNICATION FROM THE COLLEGE AS DESCRIBED IN THE ATTACHED COMMUNICATION FACT SHEET.**

*Please fill out the names below and circle one name to indicate the primary contact.*

*You must nominate only ONE person.*

Parent Detail 1 Full Name	Parent Detail 2 Full Name
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**PLEASE SIGN HERE**

Signature of Parent \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/2012



# NEWSLETTER PREFERENCE FORM

THIS IS AN OPTIONAL FORM for those who have returned the previous Communication Form

*Please return this form to Salesian College by FRIDAY 21 SEPTEMBER 2012.*

**IF YOU HAVE NOT ALREADY INDICATED YOUR PREFERENCE FOR RECEIVING THE COLLEGE NEWSLETTER via the SALESIAN COMMUNICATION FORM (dated 18 July 2012) PLEASE INDICATE YOUR PREFERENCE USING THIS FORM:**

**\*\*\*All families will receive the College newsletter by email unless you tick one of the following:**

**Option A** – My son will pick up a hardcopy of the newsletter from College Reception.  
 I understand that it is my son’s responsibility to collect a copy of the newsletter from reception.

**Option B** – Please post a copy of the newsletter home to the mailing address provided above.  
 I understand that this option comes at a cost of \$25 per annum. *Please fill out payment details below.*

OPTION C ONLY: CREDIT CARD PAYMENT DETAILS																								
Credit Card Type	<i>Please Circle</i> <b>Visa/MasterCard/Amex</b>																							
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Parent/Guardian Full Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_ / \_\_\_\_\_ / 2012







Office Use Only	
Date / /2012	Processed



## COMMUNICATION FACT SHEET

*Please retain for future reference*

THE NOMINATED PRIMARY CONTACT (CONTACT 1) AS PER THE RE-ENROLMENT AGREEMENT ENCLOSED WILL BE THE ONLY PERSON WHO RECEIVES ALL OF THE FOLLOWING:

	COMMUNICATION MEDIUM	DETAILS	PARENT ACTION/RESPONSIBILITY
	Postal Mail & Letters	From time to time, important information is mailed directly to your postal address.	It is your responsibility to update your mailing address with the College.
	Telephone Calls	In an emergency if the primary contact cannot be contacted the College will endeavour to make contact with the nominated contact 2 and or emergency contacts listed.	It is your responsibility to ensure that contact details including those of your nominated emergency contacts are up to date.
	SMS Alerts	When your son is marked absent on the roll the College will advise you by SMS, the following message will appear: 'Your son was absent at Homeroom this morning. Please contact Student Services on 0398072644 ASAP to clarify. Thank you. Salesian College'	It is your responsibility to check your phone for these SMS and you must call the College as soon as possible to clarify your son's whereabouts.  These SMS are usually sent out by 10.00am.
	Emails	The College will send various communications to you via email. Emails will include the College newsletter but could include other important, forms, documents and notices.	It is your responsibility to check your emails for important information from the College.  It is your responsibility to update your email address with the College.
	Forms	Forms can be sent home to through a variety of means. Your son may be asked to bring a form home to you; it could be mailed to you directly or emailed to you.	Please check to see if your son has any forms that have been sent home, check your emails and be sure to update your contact details with us.
	Reports	Reports are sent home with your son at the end of each semester.	It is your responsibility to read his report and return the read receipt for the report.  Your son will need to return this form to his homeroom teacher by the due date.