

## 2016 Enrolment Contract

**This enrolment contract is a contract between the School and the parents/ guardians of the student enrolled at the school.**

**Please complete each section of this form in full.**

**Contents:**

p.2-3	Student details	
p.4	Authority to photograph, film or record	- <i>Primary contact signature required</i>
p.5-6	Family details	
p.7-8	Confidential medical information	
p.9-18	Ipad and technology agreement	- <i>Primary contact and student signature required</i>
p.19	Excursions permission	- <i>Primary contact signature required</i>
p.20	Bus behaviour contract	- <i>Primary contact and student signature required</i>
p.21-28	School fees & payment method	- <i>Primary contact signature required</i>
p.29-33	Terms and conditions	- <i>Primary contact and secondary contact signature required and witnessed</i>

Email: [info@internationalfootballschool.com](mailto:info@internationalfootballschool.com)

Phone: 02 4302 9000

**Enclose the following supporting documents with your completed enrolment form:**

- Student's birth certificate
- Student's most recent two school reports
- Student's photograph (one recent passport sized photograph)
- Immunisation details (see Confidential Medical Information)

**Return this original completed form with supporting documents to:**

By hand: Bld 27, The Avenue, Mt Penang Parklands, Kariong, NSW 2250

By post: PO Box 7053, Kariong, NSW, 2250

Enrolment date: ..... School Year student is entering: .....

**Student details:**

Surname: ..... Given names: .....

Date of Birth: ..... Gender: Male /Female *(please circle)*Country of birth: ..... Nationality:  
.....Visa Status/No (if applicable) ..... Australian citizen: Yes/No *(please circle)***Student home address and contact details:**

Number and street address: .....

Suburb: ..... State &amp; postcode: .....

Home phone number: .....  
.....

Home email address: .....

Postal address (if different from home address): .....  
.....  
.....Does your child identify as Aboriginal or Torres Strait Islander ? *(If yes, please provide evidence)* No       Aboriginal       Torres Strait Islander       Both Aboriginal and Torres Strait Islander

Current School: .....

Current year: N/A / K / 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10

Previous schools *(if applicable)* .....  
.....

Does the student have identified gifts/talents or special learning difficulties? Yes/No *(please circle)*

If yes, please give details: .....  
.....  
.....

Does your child have any specific medical or health problems? Yes/No *(please circle)*

If yes, please give details: .....  
.....  
.....

Does your child speak English as a second language, Yes/No *(please circle)*

If yes, please give details: .....  
.....

Any other comments about your child’s history and interests that you would like to share?

*(please include details about their footballing/tennis background and or other areas of interest)*

.....  
.....  
.....

What expectations do you have for your child’s education at International Football & International Tennis School?

.....  
.....  
.....

**Swimming Ability:** *(please tick one)*

- Strong – 50 metres unaided
- Average – 25 metres unaided
- Poor – 10 metres unaided
- Non-swimmer

**Authority to photograph, film or record:**

IFS uses photographs, vision/sound recordings and work samples in teaching and learning materials developed for the school and promotional materials distributed to a wider audience. These may include written work, artwork, individual or group photographs, video, podcasts and video conferences. Please note, only students' first names will be attached to any published work.

IFS cannot reproduce any student images, vision/sound recording or work for public or promotion without parental consent. Please read and complete this form indicating whether you do give permission or do not give permission.

In addition, each year a professional photographic company visits our school to take individual and class photographs. The school supplies all students' names to the company for listing on each class photo.

**I do HEREBY AUTHORISE** and permit IFS to photograph my child.....  
image, vision/voice recording or work to be published.

**Primary contact signature:** ..... **Date:** .....

**OR**

**I DO NOT AUTHORISE** permission for my child ..... image,  
vision/voice recording or work to be published.

Primary contact signature: ..... Date: .....

**Family details:****Primary contact:**

Title:..... Surname: ..... Given names: .....

Relationship to child: ..... Date of birth:.....

Number and street address: .....

Suburb: ..... State &amp; postcode: .....

Mobile number: ..... Home phone number: .....

Email address: .....

Occupation: ..... Work number (if applicable) .....

Identification :

.....

*(Driver's License Number/Passport Number etc):*

Main language spoken at home: .....

Highest level of education or equivalent *(please circle)* Yr 9 / Yr 10 / Yr 11 / Yr 12Post School Education? *(please circle)*

Cert I to IV / Diploma Adv. Diploma / Bachelor Degree or Above / No post school education

**Secondary contact:**

Title:..... Surname: ..... Given names: .....

Relationship to child: ..... Date of birth:.....

Number and street address: .....

Suburb: ..... State &amp; postcode: .....

Mobile number: ..... Home phone number: .....

Email address: .....

Occupation: ..... Work number (if applicable) .....

Identification :

.....

*(Driver's License Number/Passport Number etc):*

Main language spoken at home: .....

Highest level of education or equivalent *(please circle)* Yr 9 / Yr 10 / Yr 11 / Yr 12Post School Education? *(please circle)*

Cert I to IV / Diploma Adv. Diploma / Bachelor Degree or Above / No post school education

**Living arrangements:**

Marital Status:            Married / DeFacto / Single *Please circle*

Please indicate where the student lives:            Both parents in one household / Mother / Father / Shared / Other

Please give further details of other caregiver or person that the student lives with *(include name, address, telephone and email details)*

.....  
.....

## **Confidential Medical Information:**

This information is intended to assist the school in the case of any medical emergency. All information is held in confidence. Under the Information Privacy Act 2000 and the Health Records Act 2001, schools have a duty to protect the privacy of the individual with regard to their personal and health information. All the personal and health information collected by this form will be kept confidential and only used for the purpose of providing appropriate care of your child. Health information is requested so that staff can properly care for the student and withholding health information that may be required can put the student's health at risk.

### **Emergency Contacts:**

Name of emergency contact 1: .....

Best contact number(s): .....

Name of emergency contact 2: .....

Best contact number(s): .....

**Medicare number (incl. number) :** .....

Private insurance cover fund and number: .....

.....

**Family Doctor name:** .....

Practice name and suburb: .....

Contact phone number: ..... Email address: .....

Please tick if your child suffers any of the following:

- |                                       |   |  |                                   |
|---------------------------------------|---|--|-----------------------------------|
| <input type="checkbox"/> Asthma       | <input type="checkbox"/> Bed wetting      | <input type="checkbox"/> Blackouts       | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Dizzy spells | <input type="checkbox"/> Fits of any type | <input type="checkbox"/> Heart condition | <input type="checkbox"/> Migraine |
| <input type="checkbox"/> Sleepwalking | <input type="checkbox"/> Travel sickness  | <input type="checkbox"/> Other           |                                   |

Please provide details of your child's allergies: .....

.....

.....

Is your child presently taking any medication? Yes / No (*please circle*)

If yes, please provide details including dosage and how often they need to be taken:

.....  
.....

All medication must be handed to the teacher-in-charge at the school. All containers must be labelled with your child's name, the dose to be taken and when it should be taken. If it is necessary or appropriate for your child to carry their own medication (i.e. asthma puffers) it must be with the knowledge and approval of both the school and yourself.

### ACIR Immunisation Documentation Requirements

Parents/Guardians must provide a copy of one or more of the following documents (*please tick one*)

A **current ACIR Immunisation History Statement** which shows that the child is up to date with their scheduled immunisations

A **current ACIR Immunisation History Form** on which the immunization provider has certified that the child is on a recognized catch-up schedule

An **ACIR Immunisation Exemption – Medical Contraindication Form** which has been certified by an immunisation provider for a child who cannot receive one or more vaccine(s)

An **ACIR Immunisation Exemption – Conscientious Objection Form** which has been certified by an immunisation provider and a parent/guardian.



## Information and Communication Technology Student Acceptable Use Agreement

*Any questions should be addressed to the School and clarification obtained before this agreement is signed.*

The use of any electronic service and device is a privilege, not a right. As a student of our School, you are privileged to have access to wide-ranging technology facilities within the School.

This document addresses the use of technological devices within and outside of our school including:-

- school issued iPad
- the internet
- desk tops in the classroom
- student owned devices which includes iPads, mobile phones, laptops and gaming devices.

This agreement comprises of the following

- Part 1. School Expectations of Students
- Part 2. Student Use of Mobile Phones
- Part 3. Being a Good Digital Citizen
- Part 4. Student Use of School Owned iPads.

### **Part 1. School Expectations of Students**

The School encourages you to make full use of the resources that are available to you, and to take every advantage of the opportunities that access to technological devices and the Internet provides. Any activities that impact adversely on users **inside or outside** the School, or that adversely affect the School's reputation, will be considered a serious breach of the School's behaviour management policies.

The School's staff will monitor student use of the School's Internet and network to ensure that students are not using the School's resources for inappropriate or non-school related activities, and to enable the Principal to be satisfied that the School is meeting its obligations to students, and to their parents, to provide appropriate supervision. Where applicable, staff will maintain an extensive record of which students have used a particular computer/device.

The School makes no guarantee of any kind, whether expressed or implied, for the network service it is providing. The School will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the School or a third party or by the user's errors or omissions.

The School acknowledges that there is some material on the Internet which is inappropriate for the students of this School. We recognise that we have a duty of care to promote the suitable use of our Internet facilities by the students. However, neither the information, nor the content of such information on the Internet, can be controlled by the School. Further, it is technically impossible to simultaneously grant access to Internet resources while completely blocking inappropriate or controversial material.

**In order to ensure that students use the Internet in a safe and responsible manner and to ensure that there is continued availability and equity of access to the School's ICT facilities, all students need to agree to and adhere to the following**

1. Do not eat or drink in the vicinity of any technological equipment.
2. Do not enter an open learning space without a staff member present or without permission.
3. Do not disconnect or dismantle technological equipment or attempt to connect or assemble technological equipment.
4. When using School devices you must confine your activities to using programs, data and equipment that your teacher has authorised you to use.
5. Stealing computer equipment, peripherals and software will be deemed to be a serious incident resulting in a student's enrolment in the School being reviewed and Police being notified.
6. If students try to access the School's data system including student records, students are likely to be expelled and possibly reported to the police.
7. Students must not use a technological device that belongs to any staff member without permission.
8. Personal folder storage on devices is for storing work that is relevant to courses currently being studied.
9. To help save paper, only print material that is absolutely essential.
10. Respect the rights and privacy of others.
11. Not access or send information that may be considered offensive, inappropriate or anti-social in our School environment such as profanity in messages to other students, hurtful comments, pornography, photographs of others. The School's permission has not been given for photographs to be changed or altered in any way to make fun of others.
12. Use all modes of electronic communication, including social media, with integrity by being honest, sensitive to others and reliable in what you communicate. Nothing that is sent through or posted on the Internet can be guaranteed to be private and can be traced, printed off and given to the School or to the police.
13. Not be involved in harassment when using the Internet or other communication devices such as mobile phones at School, home or any other location. Harassment involves physical, verbal or psychological behaviour, which makes another person feel embarrassed, offended, upset, devalued, degraded, afraid, frustrated or angry. Harassment using technological devices includes, but is not limited to, the sending of unwarranted messages or messages that are derogatory, defaming or hurtful via e-mails, text messages, posting comments on blogs, on social networking sites, in chat rooms or on other websites, SMS, MMS messages, photographs, video footage, sound recordings and other approved and non-approved modes of electronic communication.
14. Print off offending material if you experience harassment and give it to a member of staff if the incident occurs at School or to your parents if the incident occurs out of School. After discussion with your parents, the incident should be reported to a teacher, especially if the harassment involves other students, teachers or members of the School community. The matter could also be referred to the police.

15. Not make comments on the Internet or send comments via any electronic communication device that could hurt the reputation of the School. The consequences for students who harass others, make derogatory, defaming or hurtful comments or who bring the School's reputation or the reputation of others into disrepute using the Internet can range from counselling, loss of training and match privileges, Suspension to Expulsion from the School.
16. Not use the School's Internet network for chatting or social networking under any circumstances without the consent of a teacher for School related purposes.
17. Not reveal personal details such as PIN numbers, address, passwords, date of birth and account details.
18. Ensure that the information that is gathered from the Internet for use in School assignments comes from a reliable source, as information published on the Internet may be inaccurate.
19. Not plagiarise or violate copyright law in any fashion.
20. Not impersonate others when using the Internet.
21. Not log on using someone else's account.
22. Notify a teacher if you believe that you have identified a security problem or any other problem with the School's network.
23. Use social networking sites in a responsible and cyber safe manner by not revealing personal details, by restricting access to your social networking pages to people whom you know and can trust and by not posting offensive or harassing information on the sites.
24. Act responsibly regarding the taking of photographs and videos, the sending of these using electronic devices and the posting of them on the Internet. It is expected that students will:
  - a. Not take photographs or videos at School or School related functions, tours or activities without the permission of a teacher.
  - b. Not distribute or post photographs, graphical images or videos of students, teachers or their relatives on the Internet without the permission of the particular student, teacher or relative of the student or teacher. The consequences for students who take unauthorised photographs or who post unauthorised photographs on the Internet could include counselling, loss of training and match privileges, suspension or expulsion from the School.

### ***Further Clarification on Student Expectations***

#### **Electronic Communication Within the School**

Students are not to use electronic communication within the school using devices not supplied by the school. This includes the setting up of ad hoc networks, the use of Blue Tooth or infra red to transfer media between devices and the telephoning and text messaging of other students. The exception to this is the sharing of educational resources with the permission of a staff member. Students are not permitted to contact a staff member directly by telephone, email or other electronic means unless prior explicit permission has been given. This contact can only relate to the school's educational programs.

#### **Security of Portable Electronic Devices – Student Owned**

The owner of the device is responsible for the security of the device and the school accepts no responsibility for the loss / damage of such devices. Students are reminded that portable electronic devices are a target for theft.

### **Sanctions for Improper Use**

If a teacher believes that a device is being used in a manner contrary to this policy, then the teacher may confiscate the device.

The device may be returned at the end of the school day or the next day. This would be at the discretion of the staff member, considering the particular situation.

Disciplinary action will be considered for repeated improper use or more serious transgressions, the device may be held for a longer period pending other investigations or sanctions. Where criminal activity is suspected, the police will be contacted.

### **Capturing Pictures or Sound**

Students are not to photograph students or staff or record their voice or actions. This includes the use of mobile phones and other devices that have this capacity. This is a serious matter that has legal implications. Mobile phones and cameras are never to be removed from bags or pockets in change rooms. They are to remain hidden at all times in the interests of privacy. Mobile phones are to be switched off during school hours.

Students may only use school cameras to record images and sound as part of their course work or other approved school activities that may include excursions, sporting events and with the specific approval of and under the direct supervision of the staff. It is illegal to record or photograph staff/students/personnel without their specific permission.

### **Accessing data that does not belong to you**

Students who try to access data that does not belong to them and which is stored on the School's network are committing a criminal offence and it is likely that students who attempt to access the School's data system will be expelled and reported to the police. It is important to note that it is a criminal offence to:

- a. Use the Internet to obtain access to data that is the property of others, without permission. Maximum penalty – 2 years imprisonment.
- b. To use the Internet to cause damage, delete, alter or insert data into records belonging to others without permission. Maximum penalty – 10 years imprisonment.

## **Part 2. RESPONSIBLE USE OF MOBILE PHONES AT OUR SCHOOL**

While we acknowledge that mobile phones are a part of contemporary society and there are times when it is useful for students to have the means to contact parents about before and after school arrangements, it is imperative that mobile phones are not used in a manner which disrupts learning, invades people's privacy or as a tool for harassment.

The following rules apply to the use of mobile phones by International football/Tennis School students:

- They are not to be used during the school day and, if brought to school, must be switched off.
- Parents wishing to contact their child must phone the school on 4302 9000 and our administration staff will make contact with the student.
- Students needing to phone parents during the school day must do so via the Front Office.

- Students who are feeling unwell must report to Sick Bay and the administration staff will contact parents if necessary. Students must not contact parents direct and make arrangements to leave the school without the direct knowledge of the school staff.
- In tests and examinations, students must ensure that mobile phones are turned off and secured in their bags. In Higher School Certificate examinations, mobile phones are not permitted in the examination room.
- Students who bring mobile phones to school do so at their own risk. The school takes no responsibility for the security of mobile phones or other valuable items brought to school. Students and parents should recognise that mobile phones are a target for theft and should ensure that they are adequately insured as personal property. Students are responsible for the safe keeping of personal items brought to school and the school's recommendation is that only items actually needed at school are brought to school each day.
- Students must not take photos or videos or recordings of other students or staff. They must not contact staff by phone unless given specific permission to do so on a particular occasion, e.g. on an overnight field trip where phone contact is required. Breaches of these rules are not only a serious matter under the school's discipline code, but could also breach legislation such as the Children and Young Persons Care and Protection Act, Privacy Act and Occupational Health and Safety Act.
- If a mobile phone interrupts a lesson, it will be immediately confiscated:

staff will return the phone at the end of the school day and make parent contact. In some cases, the staff may refer the matter to the Stage Coordinator for action;

*Technology can be a great enhancement to learning and to modern life. It must be treated with respect and not misused. Students are expected to be responsible users of all forms of technology, including mobile phones and their accessories.*

### **Part 3. Guidelines for Ethical and Responsible Use of Technology: Being a Good Digital Citizen**

*The following guidelines have been prepared to help you develop as a good digital citizen and understand your responsibilities when using technologies at International Football School.*

#### **Online Behaviour**

- Behave online the same way you would offline or in person: treat everyone fairly and with common courtesy.
- Beware of giving out too much information about yourself or others online. Don't give out your username and password to anyone else, and regularly change your password.
- Avoid posting personal information such as home phone numbers, addresses, school year levels and other identifying information about yourself or other school community members;
- When communicating with people you have not met in the physical world, use non-provocative, ambiguous pseudonyms like "CricketEnthusiast", or "HomerSimpson195". Avoid names like "ifsboy" which indicate that you are likely to be young and may give away your school.
- Take care never to leave your iPad unattended while you are logged in.

Be cautious with any site or person asking you to sign up for commercial agreements or financial transactions. Always check with a responsible adult before agreeing to purchase things online.

- Take care with the language you use online so that any messages you send do not offend, hurt or mislead the recipient or anyone else who reads it.
- Be aware of the International Football School Anti-bullying Policy and Cyber Safety Policy which promotes everyone's right to a safe and caring environment. Understand that cyber bullying or bullying is unacceptable in any form.
- Remember that laws exist to protect people from receiving material which may be objectionable. This includes emails, chat, social sites and mobile devices.
- Remember, photos, videos, recordings and text that you put online in any way remain online, possibly forever. You have only limited control over what happens to media once it is online.
- Take the following actions if you have been harassed or bullied online:
  - *Do not respond or reply*
  - *Save a record of the communication as evidence.*
  - *Tell a trusted adult (parent, teacher, etc.) as soon as possible.*
- Be careful of websites which require you to submit your email address. Providing your email address on a commercial site puts you at risk of receiving a large volume of unsolicited email (SPAM) which may be offensive. SPAM can also render your email account inoperable.
- If you come across offensive material on a website, exit the site and inform your teacher or another adult.
- You should not ever bypass the School's network security to access sites which have been blocked.

### Use of Email

- Personal exchanges are best handled in person. Avoid saying anything in an e-mail that you would not say in person.
- All electronic communication between staff and students should be via your School email account.
- When a user sends e-mail, he/she is acting as an ambassador of the school. Correspondence should always be courteous and appropriate.
- Correspondence via email is not private. All email is available to the system administrators when the school deems it necessary to investigate inappropriate behaviour. All email sent via your school email account is the property of the School, and cannot be regarded as the private property of the individual who created it.
- Anonymous e-mail is prohibited, as is sending or receiving e-mail using someone else's name/email account.
- Users must not use their computer to create, save or send messages that contain offensive language, graphics, pictures, or attached graphics files or messages that are sexist, racist, or otherwise prejudicial or inflammatory. Whenever a member of the School community is involved, sending such an email, or communicating such information using the Internet (whether from inside school or beyond it) is considered a breach of the School's Technology Acceptable Use Agreement.
- Check your email regularly and delete unwanted messages from your Inbox. You also need to regularly open your Sent Items and Deleted Items folders and delete all unwanted messages. Email accounts are limited in size – to transfer large files (greater than 1mb), use a USB drive or online file sharing service such as Dropbox.
- Always include a subject heading and use appropriate language.
  - Users must not send or forward bulk or global e-mail. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent.

- You should be aware that sending an email automatically transmits your email address to the recipient.

### **Social Networking Sites and Chat/ Instant Messaging / SMS**

- Follow the online behaviour guidelines if you come across offensive material or behaviour.
- Make sure you know how to block unwanted messages and chat users.
- Protect your privacy and that of your friends and family by not giving out personal information.
- Check the information in your profile to make sure your personal details are not available to strangers.
- Remember that material posted online or sent by SMS may have a life of its own, and be used by others in ways you did not predict or allow.
- Learn how to make blogs or profiles restricted in access to only your friends, and how to block messages or users. You should always set your social networking sites to private but be aware that it is very easy to copy or distribute any online material.
- Be careful when exchanging or downloading files: they can sometimes have viruses.

You should be careful about adding people to your ‘friends’ or ‘contacts’ or ‘buddy’ list who you don’t really know.

### **Part 4. Use of the School Issued iPad**

Our School provides students with a school owned iPad on the expectation that they will make good decisions with regard to their personal use of technology.

ALL Students must sign and hand in an iPad User Agreement/Technology Agreement **before** the iPad will be issued. Students and parents/carers must carefully read this agreement prior to signing it.

Primary Students and Parents will also sign an iPad User Agreement under the understanding that iPads used by the Primary Students do not leave School grounds. Primary Students are expected to abide by this agreement.

#### **1. Purpose**

- The iPad provided is to be used as a tool to assist student learning both at school and at home.
- The iPad will be an invaluable research and communication tool for students.

#### **2. Equipment**

##### **2.1 Ownership**

- a. The student must bring the iPad fully charged to School every day. Chargers are to be left at home. \*
- b. The iPad is on loan and as such, the School retains ownership of the iPad at all times.
- c. The iPad must be stored in a cover/case purchased by the student

- d. The iPad must be brought to each Academic session and stored safely during training, recess, lunch and after school.
- e. The iPad must return to the student's home at the end of each day (that is, it cannot be left at school overnight). \*
- f. All material on the iPad is subject to review by School staff. If there is a police request, International Football School will provide access to the iPad and personal network holdings associated with the use of the iPad.
- g. If the student leaves School prior to completing Year 12 the iPad and charger must be returned to the school. \*
- h. Students return the iPad and charger at the completion of Year 12.

## 2.2 Damages or loss of equipment

- a. All iPads and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the iPad. It does not cover negligence, abuse or malicious damage.
- b. All students must register the iPad in the programme "FIND MY IPAD".
- c. Any problems, vandalism, damage, loss or theft of the iPad must be reported immediately to the School.
- d. In the case of suspected theft, a police report must be made by the family and an event number provided to the School.
- e. iPads that are damaged or lost by neglect, abuse or malicious act, WILL require reimbursement to the School. The Principal will determine whether or not the student retains access to the iPad for home use.
- f. Students will be required to replace lost or damaged chargers/covers.

## 2.3 Substitution of equipment

- a. When the School replaces the iPad, it is replaced with one of similar age.

## 3. Standards for iPad care

The student is responsible for:

- a. Taking care of iPads in accordance with School guidelines.
- b. Adhering to the School's Information and Communication Technology Student Acceptable Use Agreement.
- c. Backing up all data securely. This should be done by syncing with your home computer (note: you should only sync with one computer at home as the iPad has a limit of 5 computer 'syncs') \*
- d. Students must be aware that the contents of the iPad will be deleted and the storage media reformatted in the course of repairs at the end of the year.

\* Students in Years 3 – 6 are exempt from these terms highlighted by \*



### **Student and Parent Technology/iPad Agreement Form**

PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE

Student name: \_\_\_\_\_

Parent/Carer name: \_\_\_\_\_

Parent/Carer email address: \_\_\_\_\_

Students and parents/carers must carefully read both the iPad Agreement and Information and Communication Technology Student Acceptable Use Agreement prior to signing this form. Any questions should be addressed to the School via the Principal clarification obtained before the agreement is signed.

#### **Student Agreement**

- The School Network services exist to support the curriculum and educational needs of the School community. I will only use this service for curriculum related purposes unless I have been given permission by School staff to do otherwise.
- The School neither permits, nor allows, access to inappropriate sites and material. I will not use the School's Internet to access unacceptable material of any kind.
- I will not break copyright law by copying and/or using another's work; and I will not use another person's work without correctly acknowledging the source.
- I will not knowingly or recklessly:
  - Use the Internet to menace or harass another person; or
  - Use the Internet in such a way that would be offensive to others.
  - Take photographs, video footage, sound clip of students or staff without their permission
- In consideration of others, I will use the Network services and resources efficiently.
- I understand that the School reserves the right to confiscate and to review the contents of any ICT device (such as electronic tablets or notebooks, personal mobile phones, iPads, iPods, MP3 players, computers, USB or other electronic personal devices), suspected of being used inappropriately at School or School events. The School will keep confiscated devices for the duration of any subsequent investigation.
- I agree to give access to the confiscated devices by inputting my password into the device in the presence of a member of the School staff.

I have read the guidelines and expectations set down in the School Information and Communication Technology Acceptable Agreement.

I agree to abide by the expectations as outlined in this Agreement and to use the Internet within the School and outside of School in a responsible manner as stated in this Agreement.

I understand that violation of this Agreement will be treated as a serious offence and may result in the consequences as outlined above.

I understand that this Document works in conjunction with Bring Your Own Devices User Charter for Students in Years 7 -12 and Cyber Bullying Policy and the School's Behaviour Management Guidelines.

I have read and understand my responsibilities regarding the use of the iPad, School resources and the internet.

In signing below, I acknowledge that I understand and agree to the use of the iPad. I understand that failure to comply with the iPad User Agreement could result in recall of the iPad and/or loss of access for home use.

**Signature of student:** \_\_\_\_\_

**date:** / /

**Agreement by Parent or Guardian**

I have read the Student Information and Communication Technology Acceptable Use Agreement and give permission for my son/daughter to access the network, at the School under the conditions stipulated.

I understand that the school will also monitor the use of personal devices bought to school by my child.

I understand that, even though student use of the Internet is monitored, it is not possible for the School to continuously monitor and restrict access to all controversial materials. I therefore will not hold the staff, the Principal or the School responsible for the accuracy or nature of material acquired by my son/daughter from the Internet.

I give permission for my son /daughter to undertake the loan of an iPad if my child is in the High school and use of one of the School's iPad if my child is in the Primary School under the conditions stipulated.

**Signature of parent/carer:** \_\_\_\_\_

**date:** / /

## **Excursions:**

Excursions form an integral part of the coaching & school curriculum. As such it is important that every student attends. The School will provide sufficient information via email to parents about the nature of each proposed excursion, including;

- A description of the activities to be undertaken and the degree of supervision
- Departure and return times
- Premises to be used
- Travel arrangements
- Clothing and equipment needed
- Selection of students (if places are limited)

Please note, by signing this page, you are informing our staff that you have understood the four points below and consent to the excursion permission.

1) It is expected that all students follow normal school rules while on an excursion. This includes a high standard of conduct in public and to follow all teacher instructions. I have discussed with my child the responsible behaviour expected while attending all excursions.

2) I understand that students may travel based on need, in either school organised transport e.g. buses, trains or via staff or approved volunteer's vehicles.

3) I understand that in the event of my child's serious misbehaviour during the excursion, he/she may be sent home. I further understand that in such circumstances I will be informed and that any costs associated with his/her return will be my responsibility.

4) The signature(s) on this 'Student Enrolment Form' provides consent for all excursions undertaken as part of the school program. It gives permission for the student to attend all school excursions.

**Primary contact signature:** .....

**Date:** .....



## School Fees For 2016

### **IMPORTANT FOR ALL FAMILIES TO COMPLETE**

**The attached form needs to be returned to the school office as part of the enrolment process.**

The 2016 school fees include the following:-

- 5 x Football or Tennis uniforms
- IFS/ITS school bag
- IFS/ITS Tracksuit (to be distributed towards the end of term one)
- Kanga Cup tournament Fees for Year 3 – 6 football students
- Kanga Cup tournament, transport and accommodation costs for Year 7-12 football students
- Entry fees to school representative tournaments for Tennis or Football
- Year 3 – 12 annual class camp
- Kindergarten includes morning tea and afternoon tea
- Lunch for all students

## 2016 Fee Structure

Payment Plan via direct debit	Annual	Term	Month	Fortnight	Week
Kindergarten	\$5600	\$1400	\$560	\$224	\$112
Year 3 – 6 Football	\$6150	\$1538	\$615	\$246	\$123
Year 7 – 11 Football	\$6,600	\$1650	\$660	\$264	\$132
Year 12* Football	\$6,600	\$2,200	\$825	\$330	\$165
Year 3 – 11 Tennis	\$6,800	\$1,700	\$680	\$272	\$136
Year 12* Tennis	\$6,800	\$2,267	\$850	\$340	\$170

\*Year 12 fees are payable over 3 terms or 40 weekly debits.

- Students who identify as Indigenous may receive a discount. Please contact [accounts@internationalfootballschool.com](mailto:accounts@internationalfootballschool.com) for enquiries.
- In the case of split families, a Direct Debit Agreement must be completed by each person contributing to fee payments
- All fees are due via a direct debit agreement unless the School has agreed to an alternative payment plan in writing.
- More than two (2) direct debit failures may incur a cancellation of the payment plan and all term fees will be due prior to the commencement of the next term.
- Failure to meet payment obligations may result in temporary withdrawal of enrolment for the next term as per our enrolment contract.

### Direct Debit Fees, Charges & Details

- Direct Debits start the week of the 4<sup>th</sup> of January (unless an earlier date is agreed)
- Weekly fees are paid over 50 instalments (year 12 over 40)
- Fortnightly payments are scheduled over 25 payments (year 12 over 20)
- Monthly fees are paid over 10 instalments (year 12 over 8)
- Termly (Quarterly) fees are paid over 4 instalments (year 12 over 3)
- Amendments to a direct debit plan with less than 7 days notice may incur a \$10 admin fee
- Failed or dishonoured payments may incur a \$15 admin fee (plus any bank charges incurred by IFS/ITS)
- Any extra fees as described above will be incorporated into the next scheduled direct debit payment as a once off charge.

I/We understand the above fees and charges and hereby agree to fulfil our obligations in paying fees due within the time frames specified in our Enrolment Contract and also as specified in this communication.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Student(s) Name & Class: \_\_\_\_\_

---

**International Football School Ltd (489402)  
Direct Debit Request (DDR)**

You may contact us as follows:-

Phone: 02 4302 9000  
Email: [accounts@internationalfootballschool.com](mailto:accounts@internationalfootballschool.com)  
Mail: PO Box 7053  
Kariong, NSW, Australia, 2250**Part A – Your Details**

---

Customer Name(s): \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
State: \_\_\_\_\_ Postcode: \_\_\_\_\_**Part B – Schedule**

---

Date of First Payment: First payments will take place on the week commencing 4<sup>th</sup> of January 2016 as per your instructions indicated below (unless a different date has been agreed to in writing)Frequency: \_\_\_\_\_  
 **Weekly** or  **Fortnightly** - please also nominate a *debit day*  
 Monday  Tuesday  Wednesday  Thursday  Friday  
\_\_\_\_\_  
 **Monthly** – please nominate the week of the month and day of the week  
 Week 1  Week 2  Week 3  Week 4  
 Monday  Tuesday  Wednesday  Thursday  Friday  
\_\_\_\_\_  
 **Termly/Quarterly** (Monday 4<sup>th</sup> January, Monday 4<sup>th</sup> April, Monday 27<sup>th</sup> June, Monday 19<sup>th</sup> September)  
\_\_\_\_\_  
 Annual (Monday 4<sup>th</sup> January)

Payment Amount: Payment Amount is the amount as described on the fee schedule or as agreed to in writing with the School

Number of Payments: **Continue until further notice**

if the scheduled date is not a banking day, the debit will take place on the next banking day.

## Part C – Cheque/Savings Accountor Credit Card Authorisation

---

I/We request and authorise International Football School Ltd (489402) to arrange, through its own financial institution, a debit to your nominated account any amount International Football School Ltd (489402), has deemed payable by you. This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Financial Institution: \_\_\_\_\_

Branch: \_\_\_\_\_

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

BSB No: \_\_\_\_\_ - \_\_\_\_\_

Account Number: \_\_\_\_\_

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and International Football School Ltd (489402) as set out in this Request and in your Direct Debit Request Service Agreement.

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

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

If debiting from a joint bank account, both signatures may required in accordance with the method of operation on your account.

OR

I request you International Football School Ltd (489402) to arrange for funds to be debited from my nominated credit card according to the schedule specified above and attached Direct Debit Service Agreement.

Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_

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

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





**INTERNATIONAL  
FOOTBALL SCHOOL**



**INTERNATIONAL  
TENNIS SCHOOL**

INTERNATIONAL FOOTBALL SCHOOL LTD  
PO BOX 7053 KARIONG NSW 2250  
TELEPHONE 02 4302 9000 | FACSIMILE 02 4340 5652  
INFO@INTERNATIONALFOOTBALLSCHOOL.COM  
WWW@INTERNATIONALFOOTBALLSCHOOL.COM

---

## **Completed Application**

---

**Please complete and sign pages 2-4 and return the entire document by Friday the 27<sup>th</sup> of November. A second copy has been included for your records.**

Return your completed application by mail to:-

International Football School Ltd  
PO Box 7053  
Kariong, NSW, Australia, 2250

or

Return your completed application in person to:-

International Football School Ltd  
Reception, Building 27, The Avenue  
Kariong, NSW, Australia, 2250

or

electronically via email to [accounts@internationalfootballschool.com](mailto:accounts@internationalfootballschool.com)

---

## Customer Direct Debit Request (DDR) Service Agreement

---

This is your Direct Debit Request Service Agreement with International Football School Ltd (92 155 134 160). It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. As It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

---

## How to Contact Us

---

You can contact us directly or alternatively contact your financial institution. These should be made at least 7 working days prior to the next scheduled drawing date. You may contact us as follows:

Phone: 02 4302 9000

Email: [accounts@internationalfootballschool.com](mailto:accounts@internationalfootballschool.com)

Mail: International Football School Ltd  
PO Box 7053  
Kariong, NSW, Australia, 2250

---

## Definitions

---

**account** means the account held at *your financial institution* from which *we* are authorised to arrange for funds to be debited.

**agreement** means this Direct Debit Request Service Agreement between *you* and *us*.

**banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

**debit day** means the day that payment by *you* to *us* is due.

**debit payment** means a particular transaction where a debit is made.

**direct debit request** means the Direct Debit Request between us and you.

**us** or **we** means International Football School Ltd, (489402) you have authorised by requesting a Direct Debit Request.

**you** means the customer who has signed or authorised by other means the Direct Debit Request.

**your financial institution** means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

---

## Debiting your account

---

By signing a *Direct Debit Request* or by providing *us* with a valid instruction, *you* have authorised *us* to arrange for funds to be debited from your *account*. You should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between *us* and *you*.



We will only arrange for funds to be debited from your *account* as authorised in the *Direct Debit Request*.

or

We will only arrange for funds to be debited from your *account* if we have sent to the address nominated by you in the *Direct Debit Request*, a billing advice which specifies the amount payable by you to us and when it is due.

If the *debit day* falls on a day that is not a *banking day*, we may direct your *financial institution* to debit your *account* on the following *banking day*. If you are unsure about which day your *account* has or will be debited you should ask your *financial institution*.

### **Amendments by us**

---

We may vary any details of this *agreement* or a *Direct Debit Request* at any time by giving you at least **fourteen (14) days** written notice.

### **Amendments by you**

---

You may change, stop or defer a *debit payment*, or terminate this agreement by providing us with at least 7 days notification by writing to:

International Football School Ltd  
PO Box 7053  
Kariong, NSW, Australia, 2250

or

by telephoning us on 02 4302 9000 during business hours;

or

arranging through your *financial institution*, which is required to act promptly on your instructions.

### **Your obligations**

---

It is your responsibility to ensure that there are sufficient clear funds available in your *account* to allow a *debit payment* to be made in accordance with the *Direct Debit Request*.

If there are insufficient clear funds in your account to meet a *debit payment*:

- you may be charged a fee and/or interest by your *financial institution*;
- you may also incur fees or charges imposed or incurred by us; and
- you must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in your *account* by an agreed time so that we can process the *debit payment*.

You should check your *account* statement to verify that the amounts debited from your *account* are correct.

## Dispute

---

If you believe that there has been an error in debiting *your account*, you should notify *us* directly on 02 4302 9000 and confirm that notice in writing with *us* as soon as possible so that we can resolve your query more quickly. Alternatively *you* can take it up directly with *your financial institution*.

If *we* conclude as a result of our investigations that *your account* has been incorrectly debited *we* will respond to *your* query by arranging for *your financial institution* to adjust *your account* (including interest and charges) accordingly. *We* will also notify *you* in writing of the amount by which *your account* has been adjusted.

If *we* conclude as a result of our investigations that *your account* has not been incorrectly debited *we* will respond to *your* query by providing *you* with reasons and any evidence for this finding in writing.

## Accounts

---

*You* should check:

- with *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions
- *your account* details which *you* have provided to *us* are correct by checking them against a recent account statement; and
- with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

## Confidentiality

---

*We* will keep any information (including *your account* details) in your *Direct Debit Request* confidential. *We* will make reasonable efforts to keep any such information that *we* have about *you* secure and to ensure that any of *our* employees or agents who have access to information about *you* do not make any unauthorised use, modification, reproduction or disclosure of that information.

*We* will only disclose information that *we* have about *you*:

- to the extent specifically required by law; or
- for the purpose of this *agreement* (including disclosing information in connection with any query or claim).

## Notice

---

If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to:  
International Football School  
PO Box 7053  
Kariong, NSW, Australia, 2250

*We* will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*.

Any notice will be deemed to have been received on the third *banking day* after posting.

## Terms and conditions of trade:

Please read through these terms and conditions of trade carefully. Both primary and secondary contacts are required to sign. **The signatures must be witnessed.**

### 1. Definitions

- 1.1 "School" means International Football School Limited, its successors and assigns or any person acting on behalf of and with the authority of International Football School Limited.
- 1.2 "Parent" shall mean the Parent (or Legal Guardian) of any Student of the School, or any person/s acting on behalf of and with the authority of the Parent, requesting the School to provide the Services as specified in any invoice, application, enrolment form, etc. If there more than one person requesting enrolment with the School, it is a reference to each person jointly and severally.
- 1.3 "Student" shall mean the individual currently enrolled, or applying for enrolment, with the School.
- 1.4 "Materials" means any goods (including, but not limited to, iPads and textbooks) supplied on loan to the Student.
- 1.5 "Fees" means the Fees payable as agreed between the School and the Parent in accordance with clause 4 of this agreement.

### 2. Acceptance

- 2.1 The Parent acknowledges that the School will not hold any enrolment place indefinitely, and that if an offer of enrolment made to the Parent must be acknowledged within thirty (30) days. Failure to comply with this clause may mean the enrolment position may be offered to another party.
- 2.2 The Parent is taken to have exclusively accepted and is immediately bound, jointly and severally, by these terms and conditions if the Parent makes an application to enrol the Student with the School.
- 2.3 These terms and conditions may only be amended with the School's consent in writing and shall prevail to the extent of any inconsistency with any other document or agreement between the Parent and the School.
- 2.4 None of the School's staff are authorised to make any representations, statements, conditions or agreements not expressed by the School's management in writing, nor is the School bound by any such unauthorised statements.

### 3. Parents' Obligations

- 3.1 The Parent shall notify the School immediately should there be any change in circumstances from the details as outlined

in the Enrolment Form, including (but not limited to) medical history of the Student, or the living arrangements of the Student and/or Parent. The Parent shall be liable for any loss incurred by the School as a result of the Parent's failure to comply with this clause.

The Parent must inform the School of any medical, physiological or learning issues that the Student has that may interfere with their ability to participate fully at the School, and to forward to the School any reports or information from other professionals that may help the School in supporting the Student. The School may suggest at times that the Parent seek external support and the Parent agrees to consider this suggestion at their own cost.

The Parent:

- (a) agrees:
- (i) to abide by the School's policies, guidelines and rules. These policies, guidelines and rules cover areas such as appropriate behaviour, conduct within and outside the School's premises, and are subject to change without notice. These policies, guidelines and rules have been decided upon by the School's Board of Directors, and it is the Principal who will publish updates at their discretion;
- (ii) to support the School's ethos and agree to work with the School to support the Student in working towards the School's aims and aspirations;
- (iii) to first discuss any concerns with the School and agree not to undermine the School's authority over the Student;
- (iv) that the School may discipline the Student for any breach of the School's policies, rules or guidelines. The Principal and/or staff may at their discretion enforce the disciplinary process which may include suspension or expulsion. The Student will be afforded procedural fairness in all instances, including the right to be heard. If the Board of Directors, the Principal or Director of Sport feels that the relationship between the School and the Parent has deteriorated to a point where the relationship is untenable, the School may require the removal of the Student. No refund of Fees will apply.
- (v) that the School has a responsibility to provide a safe environment for the Student. The Parent gives permission to this end that the

School has the right to search the Student's property (which may include their school bag, electronic devices and other personal property the Student may have brought onto the School's premises).

- (vi) to pay all Fees due to the School on or before their due date as per the Fees Schedule at the time of enrolment. The Parent acknowledges that the Fees Schedule may be changed at times, and one (1) terms notice will be given in regards to these changes. A current copy of the Fees Schedule can be found on the School's website.

The Parent understands that the School's intention is to facilitate in the academic and sport development and progress of the Student. To this end, the Parent agrees that if the Principal, at their discretion, believes that the Student has failed to progress satisfactorily, that the Parent may be asked to remove the Student from the School.

In the event the Parent needs to contact the Student during the Schools hours, the Parent will contact/go to the School's office to seek permission to remove them.

### 4. Fees and Payment

4.1 At the School's sole discretion, the Fees shall be the School's current Fees as at the date of enrolment according to the School's current Fees Schedule, accessible via the School's website or information pack.

4.2 At the School's sole discretion:

- (a) an entrance fee of one thousand six hundred dollars (\$1,600.00) shall be required after the student has been accepted via a successful Trial Day, following the application is accepted by, and prior to entry to, the School.

4.3 Time for payment of the Fees (being of the essence), will be payable by the Parent on the date/s determined by the School, which may be:

- (a) annually, prior to commencement of the school year on invoice;
- (b) per term, payable quarterly on 5<sup>th</sup> January, 5<sup>th</sup> April, 5<sup>th</sup> July and 5<sup>th</sup> October via the School's direct debit supplier which is prior to the start of each term;
- (c) weekly installments via the School's direct debit supplier which is prior to the start of each term; Weekly installment commence on 5<sup>th</sup> January (or thereabouts) each school year and operate for 50 weeks.
- (d) the date specified on any fees payment

- agreement that being direct debit for term or weekly fees payment option or on invoice for the annual fees option, or other form as being the date for payment;
- (e) failing any notice to the contrary, the date which is seven (7) days following the date of any invoice given to the Parent by the School.
- 4.4 Payment may be made by direct debit for term or weekly payment plans options via bank account or credit card (visa or mastercard only). Payment on invoice for the annual fees option can be via electronic/on-line banking, credit card, or by any other method as agreed to between the Parent and the School.
- 4.5 Unless otherwise stated the Fees does not include GST. In addition to the Fees the Parent must pay to the School an amount equal to any GST the School must pay for in relation to the Fees under this or any other agreement. The Parent must pay GST, without deduction or set off of any other amounts, at the same time and on the same basis as the Parent pays the Fees. In addition the Parent must pay any other taxes and duties that may be applicable in addition to the Fees except where they are expressly included in the Fees.
- 4.6 The Parent shall not be eligible for any refunds or discounts if the Student is sick, is absent for unexplained reasons, is on extended leave or has been suspended.
- 4.7 In the event of the Student's expulsion, dismissal or voluntary withdrawal, the School shall not be obligated to refund Fees paid, and the Student shall be liable for the payment of any outstanding Fees for the remaining current term.
- 4.8 Continual or habitual lateness in payment of Fees could jeopardise the Student's place at the School.
- 5. Attendance and Punctuality**
- 5.1 Attendance of all classes is compulsory unless the Student is genuinely ill or otherwise indisposed due to a major trauma or event such as the death of a close family member. Written evidence of the illness or event, such as a doctor's certificate or funeral notice, must be provided to the School office on the Student's return, and the Student shall not be asked or reminded to provide such. The Principal may, at their sole discretion, disregard the validity of the written evidence provided by the Student. The failure of the Student to provide satisfactory written evidence will automatically result in the absence being recorded as unexplained.
- 5.2 The School shall, at their sole discretion, issue a formal written warning where the Student has acquired numerous unexplained absences in any one term. Any excessive unexplained absences in the same term shall result in the Student's immediate expulsion from the course.
- Absences and Illness**
- 6.1 It is the responsibility of the Parent to advise the School (in writing or via electronic means) if the Student is to be absent as soon as possible, and the estimated length of absence. Extended leave will require confirmation with the Principal prior to the extended absence.
- 6.2 The Student will not be able to attend the School for any period of time during which:
- the Student is suffering from a disease condition which is contagious through normal social contact; or
  - a medical practitioner has recommended the Student not attend; or
  - the Principal of the School requests that the sick Student be kept away from the School because the Student requires care which the School staff resources do not permit.
- Emergency Contacts**
- 7.1 The Parent must provide the School with the names and addresses of two responsible persons over the age of eighteen (18) who can collect the Student in case of an emergency or illness. When contacted by the School's staff, the Parent (or a responsible person authorised by the Parent) must go immediately to the School to collect the sick or injured Student.
- Accident or Emergency**
- 8.1 All injuries, accidents and near misses must be reported to the School, and recorded in the accident and injury log book. All incidents will be investigated, and action taken to prevent their re-occurrence. A first aid box and manual will be available for use by the Student. Any action by the Student that jeopardises the health, safety or welfare of others may result in expulsion.
- 8.2 Whilst every reasonable effort shall be made by the School to contact the Parent in the event of an accident or emergency, the Parent hereby gives authority to the Principal or their delegate to, on behalf of the Parent, authorise the administration of medication, transportation to hospital and administration of treatment as is recommended by the School's doctor, any attending doctor, ambulance officer, police or State Government Officer.
- 8.3 The Parent will be responsible for any costs incurred as a result of transportation or treatment.
- Medication**
- 9.1 The Parent agrees to the School's staff administering one (1) dosage of paracetamol in the event the Student has a temperature of over thirty-eight and a half degrees (38.5°C).
- 9.2 Where the Student requires the administration of medication, the Parent will:
- complete the appropriate form at the School; and
  - provide the correct medication in its original container; and
  - provide written instructions from a medical practitioner for the administration of non-prescription medication; and
  - provide the School's staff with the name and contact phone number of the Student's doctor.
- 9.3 The School staff are authorised to administer medication only in accordance with the Parents written authority, and in doing so are to be regarded as acting as the Parent's agent. The School Staff are not liable for any allergic reaction or injury caused to the Student by the administration of the medication in accordance with the Parent's written authority. Nor will they be responsible for any error contained in the written permission, or the supply of incorrect medication by the Parent.
- 10. Meals**
- 10.1 The Parent gives permission for the School to provide the Student nutritional meals, and acknowledges that if the Student rejects the provided meal, the Centre shall not be responsible for the daily nutritional needs of the Student.
- 10.2 The Parent acknowledges that:
- the School will provide the Student with nutritional meals, and shall not be responsible for the daily nutritional needs of the Student where the provided meal(s) is rejected;
  - any special dietary requirements of the Student must be advised to the School in advance. The School will use all reasonable endeavours to accommodate such requirements and, where this is not possible, inform the Parent of the same;
  - some foods may cause an allergic reaction in certain people due to intolerance of some ingredients. If the Student has any known allergies, or is intolerant of any food, it is the Parent's responsibility to report this to the School upon enrolment, and certainly before consuming any food prepared by the School. The School shall not be liable where the Parent, or the Student, have failed to notify the School of an allergy or food intolerance and becomes ill as a result of eating foods which they are allergic or intolerant to. Furthermore, and irrespective of any notification provided to the School of any food allergies or intolerances, it remains the Parent's, and/or the Student's, decision as to whether or not to consume any particular food items, and do so at their own risk.
- 11. Extra-curricular Activities**
- 11.1 The School may, at their sole discretion, determine the compulsory nature of activities at the School. Activities such as

camp, excursions, performances and other activities are compulsory and the Parent agrees to support the School in ensuring the Student participates in these events; this may mean at times that the Student will be required to attend events on weekends or on week nights.

## 12. Personal Property

12.1 The Parent acknowledges that any personal property (including, but not limited to, laptops, mobile phones, electronic devices) brought on the premises by the Student is done at their sole risk, and the School accepts no responsibility for any loss, theft or damage to the personal property.

## 13. Materials

13.1 The Materials is and will at all times remain the absolute property of the School (and the Parent must return the Materials to the School upon request to do so), nonetheless all risk for the Material passes to the Parent on delivery.

13.2 The Parent accepts full responsibility for the safekeeping of the Materials and indemnifies the School for all loss, theft, or damage to the Materials howsoever caused and without limiting the generality of the foregoing whether or not such loss, theft, or damage is attributable to any negligence, failure, or omission of the Parent.

13.3 The Parent will insure, or self-insure, the School's interest in the Materials against physical loss or damage including, but not limited to, the perils of accident, fire, theft and burglary and all other usual risks. The Parent will not use the Materials nor permit it to be used in such a manner as would permit an insurer to decline any claim.

13.4 If the Parent fails to return the Materials to the School as is required under this agreement or when requested to do so, then the School or the School's agent may (as the invitee of the Parent) enter upon and into any land and premises owned, occupied or used by the Parent, or any premises where the Materials is situated and take possession of the Materials, without being responsible for any damage thereby caused. Any costs incurred by the School as a result of the School so repossessing the Materials shall be charged to the Parent.

13.5 The Parent is not authorised to pledge the School's credit for repairs to the Materials or to create a lien over the Materials in respect of any repairs.

## 14. Quality Assurance

14.1 Unless expressly requested otherwise in writing, the Parent permits the School to use appropriate images or video footage of the Student on the school website or other publications, in either printed or electronic form for quality assurance, promotional or marketing purposes and for the purpose of

school observations and local, state and national newspaper stories. The School will not intentionally identify the Student (by the publishing of their full name) in publicly available forums.

## 15. Withdrawal or Termination of Enrolment

15.1 Notification of withdrawal of enrolment from the School must be made in writing with at least one (1) full term's advance notice. If less than one (1) terms notice is given, the Parent will be liable for a minimum of one Term's Full Fees.

15.2 The School may cancel these terms and conditions or terminate the Student's enrolment at any time by giving written notice to the Parent. The School shall not be liable for any loss (including, but not limited to, loss of income) arising from such termination.

## 16. Notification of Abuse

16.1 Under the Children and Young Persons (Care and Protection) Act 1998, reporting physical or sexual abuse, or suspected physical or sexual abuse, is mandatory for all staff members; and as such are obliged to report any suspected incidents to the licensing body. The School has not obligation to inform the Parent that a report has been made.

## 17. Court Action

17.1 Should the Student be the subject of any court action, particularly custody or access issues, being heard before the Family Law Court, the School shall not allow staff to issue statements or provide reports regarding the Student, except where instructed to do so by the Court itself.

## 18. Intellectual Property

Where the School has designed, drawn, written, or created educational systems, techniques and curriculum in relation to the Student, then the copyright in those designs, drawings, documents, systems, techniques and curriculum shall remain vested in the School, and shall only be used by the Parent at the School's discretion.

## 19. Complaints and Grievance Procedure

The School is committed to the early resolution of complaints and grievances. The Parent shall be entitled to report any concern they may have in relation to any matters of safety, care or quality of education, or where the Parent wishes to make a suggestion. These shall be addressed with the Director of the Centre, where in most incidences the issue can be rectified. For continued complaints or escalations parents can follow the complaints and grievance process as described on the school's website.

## Disciplinary Procedures

The Student is required to display a high level of personal responsibility for their

learning process, and for their interaction with other students and staff members.

Where the Student displays inappropriate or dangerous behaviour (including, but not limited to, disruptive behaviour in class, refusal to adhere to occupational health and safety procedures, and irregular attendance), the Parent and Student shall be required to attend a disciplinary meeting with the School to discuss the necessary changes the Student needs to make. The participants of the meeting will negotiate an agreed plan of action and time scale for reviewing the necessary behaviour changes. If the agreed changes are not implemented by the Student, the School may (at their sole discretion) suspend and/or expel the Student.

## 21. Default and Consequences of Default

21.1 Interest on overdue invoices shall accrue daily from the date when payment becomes due, until the date of payment, at a rate of two and a half percent (2.5%) per calendar month (and at the School's sole discretion such interest shall compound monthly at such a rate) after as well as before any judgment.

21.2 If the Parent owes the School any money the Parent shall indemnify the School from and against all costs and disbursements incurred by the School in recovering the debt (including but not limited to internal administration fees, legal costs on a solicitor and own client basis, the School's collection agency costs, and bank dishonour fees).

21.3 Without prejudice to any other remedies the School may have, if at any time the Parent is in breach of any obligation (including those relating to payment) under these terms and conditions the School may suspend or terminate the enrolment of Student at the School. The School will not be liable to the Parent for any loss or damage the Parent suffers because the School has exercised its rights under this clause.

21.4 Without prejudice to the School's other remedies at law the School shall be entitled to cancel all or any part of any order of the Parent which remains unfulfilled and all amounts owing to the School shall, whether or not due for payment, become immediately payable if:

any money payable to the School becomes overdue, or in the School's opinion the Parent will be unable to make a payment when it falls due;

the Parent becomes insolvent, convenes a meeting with its creditors or proposes or enters into an arrangement with creditors, or makes an assignment for the benefit of its creditors; or

a receiver, manager, liquidator (provisional or otherwise) or similar person is

- appointed in respect of the Parent or any asset of the Parent.
- 22. Privacy Act 1988**
- 22.1 The Parent agrees for the School to obtain from a credit reporting agency a credit report containing personal credit information about the Parent in relation to credit provided by the School.
- 22.2 The Parent agrees that the School may exchange information about the Parent with those credit providers either named as trade referees by the Parent or named in a consumer credit report issued by a credit reporting agency for the following purposes:
- (a) to assess an application by the Parent; and/or
- (b) to notify other credit providers of a default by the Parent; and/or
- (c) to exchange information with other credit providers as to the status of this credit account, where the Parent is in default with other credit providers; and/or
- (d) to assess the creditworthiness of the Parent.
- (e) The Parent understands that the information exchanged can include anything about the Parent's creditworthiness, credit standing, credit history or credit capacity that credit providers are allowed to exchange under the Privacy Act 1988.
- 22.3 The Parent consents to the School being given a consumer credit report to collect overdue payment on commercial credit (Section 18K(1)(h) Privacy Act 1988).
- 22.4 The Parent agrees that personal credit information provided may be used and retained by the School for the following purposes (and for other purposes as shall be agreed between the Parent and School or required by law from time to time):
- (a) the provision of educational services; and/or
- (b) the marketing of educational services by the School, its agents or distributors; and/or
- (c) analysing, verifying and/or checking the Parent's credit, payment and/or status in relation to the provision of educational services; and/or
- (d) processing of any payment instructions, direct debit facilities and/or credit facilities requested by the Parent; and/or
- (e) enabling the daily operation of Parent's account and/or the collection of amounts outstanding in the Parent's account in relation to the enrolment of the Student with the School.
- 22.5 The School may give information about the Parent to a credit reporting agency for the following purposes:
- to obtain a consumer credit report about the Parent;
- (a) allow the credit reporting agency to create or maintain a credit information file containing information about the Parent.
- The information given to the credit reporting agency may include:
- (a) personal particulars (the Parent's name, sex, address, previous addresses, date of birth, name of employer and driver's licence number);
- (b) details concerning the Parent's application for credit or commercial credit and the amount requested;
- (c) advice that the School is a current credit provider to the Parent;
- (d) advice of any overdue accounts, loan repayments, and/or any outstanding monies owing which are overdue by more than sixty (60) days, and for which debt collection action has been started;
- (e) that the Parent's overdue accounts, loan repayments and/or any outstanding monies are no longer overdue in respect of any default that has been listed;
- (f) information that, in the opinion of the School, the Parent has committed a serious credit infringement (that is, fraudulently or shown an intention not to comply with the Parent's credit obligations);
- (g) advice that cheques drawn by the Parent for one hundred dollars (\$100) or more, have been dishonoured more than once;
- (h) that credit provided to the Parent by the School has been paid or otherwise discharged.
- Competition and Consumer Act 2010 ("CCA") and Fair Trading Acts ("FTA")**
- Nothing in this agreement is intended to have the effect of contracting out of any applicable provisions of the CCA or the FTA in each of the States and Territories of Australia, except to the extent permitted by those Acts where applicable.
- Personal Property Securities Act 2009 ("PPSA")**
- 24.1 In this clause financing statement, financing change statement, security agreement, and security interest has the meaning given to it by the PPSA.
- Upon assenting to these terms and conditions in writing the Parent acknowledges and agrees that these terms and conditions constitute a security agreement for the purposes of the PPSA and creates a security interest in all Materials that have previously been supplied and that will be supplied in the future by the School to the Parent.
- 24.3 The Parent undertakes to:
- (a) promptly sign any further documents and/or provide any further information (such information to be complete, accurate and up-to-date in all respects) which the School may reasonably require to;
- (i) register a financing statement or financing change statement in relation to a security interest on the Personal Property Securities Register;
- (ii) register any other document required to be registered by the PPSA; or
- (iii) correct a defect in a statement referred to in clause 24.3(a)(i) or 24.3(a)(ii);
- (b) indemnify, and upon demand reimburse, the School for all expenses incurred in registering a financing statement or financing change statement on the Personal Property Securities Register established by the PPSA or releasing any Materials charged thereby;
- (c) not register a financing change statement in respect of a security interest without the prior written consent of the School;
- (d) not register, or permit to be registered, a financing statement or a financing change statement in relation to the Materials in favour of a third party without the prior written consent of the School.
- The School and the Parent agree that sections 96, 115 and 125 of the PPSA do not apply to the security agreement created by these terms and conditions.
- The Parent waives their rights to receive notices under sections 95, 118, 121(4), 130, 132(3)(d) and 132(4) of the PPSA.
- The Parent waives their rights as a grantor and/or a debtor under sections 142 and 143 of the PPSA.
- Unless otherwise agreed to in writing by the School, the Parent waives their right to receive a verification statement in accordance with section 157 of the PPSA.
- 24.8 The Parent must unconditionally ratify any actions taken by the School under clauses 24.3 to 24.5.
- 24.9 Subject to any express provisions to the contrary nothing in these terms and conditions is intended to have the effect of contracting out of any of the provisions of the PPSA.
- Security and Charge**
- In consideration of the School accepting the enrolment of the Student, the Parent charges all of its rights, title and interest (whether joint or several) in any land, realty or other assets capable of being charged, owned by the Parent either now or in the future, to secure the performance



by the Parent of its obligations under these terms and conditions (including, but not limited to, the payment of any money).

25.2 The Parent indemnifies the School from and against all the School's costs and disbursements including legal costs on a solicitor and own client basis incurred in exercising the School's rights under this clause.

25.3 The Parent irrevocably appoints the School and each director of the School as the Parent's true and lawful attorney/s to perform all necessary acts to give effect to the provisions of this clause 25 including, but not limited to, signing any document on the Parent's behalf.

**26. General**

26.1 The failure by the School to enforce any provision of these terms and conditions shall not be treated as a waiver of that provision, nor shall it affect the School's right to subsequently enforce that provision. If any provision of these terms and conditions shall be invalid, void, illegal or unenforceable the validity, existence, legality and enforceability of the remaining provisions shall not be affected, prejudiced or impaired.

26.2 These terms and conditions and any contract to which they apply shall be governed by the laws of New South Wales, the state in which the School has its principal place of

business, and are subject to the jurisdiction of the Gosford Court in that state.

26.3 The School shall be under no liability whatsoever to the Parent for any indirect and/or consequential loss and/or expense (including loss of income) suffered by the Parent arising out of a breach by the School of these terms and conditions (alternatively the School's liability shall be limited to damages which under no circumstances shall exceed the annual Fees).

26.4 The Parent shall not be entitled to set off against, or deduct from the Fees, any sums owed or claimed to be owed to the Parent by the School nor to withhold payment of any invoice because part of that invoice is in dispute.

26.5 The School may license or sub-contract all or any part of its rights and obligations without the Parent's consent.

26.6 The School may change these terms and conditions from time to time. Any changes made shall be given to the Parent with at least one (1) terms notice and that the new conditions will be established at the beginning of the new academic term.

26.7 Neither party shall be liable for any default due to any act of God, war, terrorism, strike, lock-out, industrial action, fire, flood, storm or other event beyond the reasonable control of either party.

The Parent warrants that it has the power to enter into this agreement and has obtained all necessary authorisations to allow it to do so, it is not insolvent and that this agreement creates binding and valid legal obligations on it.

I certify that the above information is true and correct. I have read and understand the **TERMS AND CONDITIONS** (overleaf or attached) of International Football School Limited which form part of, and are intended to be read in conjunction with this **Enrolment Acceptance Form** and agree to be bound by these conditions. I authorise the use of my personal information as detailed in the Privacy Act clause therein.

**Guarantee**

If I execute this agreement as the person responsible for payment on behalf of the Parent, I guarantee the due and punctual payment of all monies payable under this agreement. This Guarantee and Indemnity shall constitute an unconditional and continuing guarantee and indemnity and accordingly shall be irrevocable and remain in full force and effect until the whole of moneys owing to the School by the Parent and all obligations herein have been fully paid satisfied and performed

**Primary contact:** Surname: ..... Given names: .....

Relationship to child: ..... Date of Birth: .....

**Signed:** ..... **Date:** .....

**Secondary contact:** Surname: ..... Given names: .....

Relationship to child: ..... Date of Birth: .....

**Signed:** ..... **Date:** .....

**Witness:** Surname: ..... Given names: .....

**Signed:** ..... **Date:** .....

Identification (Driver's Licence)..... Date of Birth: .....

**Enrolment Officer**

Name: .....

**Signed:** ..... **Date:** .....