



*Fortes in Fide*

# APPLICATION FOR ENROLMENT

2026

A CATHOLIC CO-EDUCATIONAL COLLEGE IN THE HEART OF DARWIN - YEARS 7 - 12

*One Mission, One Spirit....One Heart*

STJOHNSNT.CATHOLIC.EDU.AU | *Fortes in Fide*

*“I have come that they may have life, and have it to the full.”*

- John 10:10

## ACKNOWLEDGEMENT OF COUNTRY

St John's Catholic College acknowledges the Larrakia People as the traditional custodians of the land on which our college proudly stands. We acknowledge Aboriginal and Islander peoples as Australia's first people and traditional custodians. We value Aboriginal and Islander cultures, identities, and continuing connection to country, waters, kin and community. We pay our respects to Elders past, present and emerging.

## VISION STATEMENT

St John's Catholic College is a safe, connected, learning community. We strive for excellence and ensure the holistic development of each student through a balanced approach to faith, academic, sporting and cultural activities.

## BYOD PROGRAM

St John's Catholic College has integrated ICTs into the teaching and learning program. All students enrolling at the College are required to have a laptop as part of their learning materials.

## PRINCIPAL'S WELCOME

St John's Catholic College is a safe, connected, learning community. We strive for excellence and ensure the holistic development of each student through a balanced approach to faith, academic, sporting and cultural activities.

The College, located across two campuses connected by a walkway over the Darwin Botanical Gardens, provides a quality Catholic education for students in Years 7 to 12.

Offering a small school environment with a focus on the wellbeing and learning of all, the St John's culture is one of welcome, where everyone is valued and everyone belongs.

We are a community that aspires for our students to flourish, by leading, living, loving and learning with a strong sense of heart spirituality. We have an aspiration that our graduates have the opportunity to pursue their dreams, make positive contributions to the local and global community, and make good moral decisions that promote a better world.

At St John's Catholic College, we stand strong, together.

Fortes in Fide!



Cameron Hughes  
Principal  
B.Bus (Man), B.Ed (Post) (Sec), Cert IV  
TAE, TEFL, M.Ed L'Ship

## ENROLMENT CHECKLIST

- ☐ Birth Certificate
- ☐ Previous two full semester reports (not interim reports)  
An interview will not be conducted until reports are received
- ☐ Medicare Immunisation Record
- ☐ NAPLAN Reports
- ☐ Relevant Custody/Guardianship documentation
- ☐ Passport and Visa (for overseas students)
- ☐ Immi Card (where relevant)
- ☐ Copies of any learning, medical, psychological or behaviour reports that pertain the student's education. ie. Education Adjustment Plans, diagnosis reports.

## ENROLMENT CRITERIA

Enrolments, as outlined in the College Website, Prospectus and Application for Enrolment, are considered on the basis of the documentation submitted with the Application for Enrolment, the applicant's engagement during the enrolment interview (if granted), and a general assessment by a member of the Leadership Team with regards to the applicant's:

- Willingness to support and contribute to the Catholic Ethos of the College.
- Commitment to upholding the standards, expectations and values of the College to support and promote the safety and wellbeing of the St John's Catholic College Community.
- Engagement, application and commitment to their academic studies as well as supporting the positive learning culture of the College.

### ENROLMENTS CONTACT

[ENROLMENTS.STJOHNS@NT.CATHOLIC.EDU.AU](mailto:ENROLMENTS.STJOHNS@NT.CATHOLIC.EDU.AU)

08 8982 2222

10 - 54 SALONIKA STREET, THE GARDENS | LMB 13, DARWIN NT 0801

[ADMIN.STJOHNS@NT.CATHOLIC.EDU.AU](mailto:ADMIN.STJOHNS@NT.CATHOLIC.EDU.AU)

# SECTION A

## STUDENT INFORMATION

**ELECTRONIC ENROLMENT FORM  
IS AVAILABLE ON OUR WEBSITE**

☐ Domestic Student ☐ International Student

1. Legal name (Surname or family name)

Given name/s

Preferred given name

2. Student's email address

3. Gender

4. Date of birth

5. Place of birth

6. In which country was the student born?

☐ Australia

☐ Other – please specify

7. Citizenship status

☐ Australian Citizen

☐ Permanent Resident

☐ Temporary Entry Permit

☐ Permanent Humanitarian Visa

☐ Overseas

☐ Copy of Visa attached

Date of arrival

Nationality

8. Indigenous status: Is the student of Aboriginal or Torres Strait Islander decent?

☐ N/A

☐ Aboriginal

☐ Torres Strait Islander

☐ Both Aboriginal & Torres Strait Islander

Aboriginal name

Aboriginal language/group

Skin/Clan/Totem

9. Is the student from a language background other than English?

☐ No

☐ Yes – please specify

10. a) Year level in which student is enrolling

☐ 7

☐ 8

☐ 9

☐ 10

☐ 11

☐ 12

☐ Intensive English

(Year level placement in senior school is dependant on NTCET credits)

Requested date of commencement

b) Previous school

11. Has the student been suspended or expelled from another school?

☐ No

☐ Yes

If you answered yes above, please provide details below



12. Does the student have other siblings at a Catholic Education NT School?

Surname	Given names	School Name	Year level
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

13. Are there any special family circumstances? (e.g. single parent, dual custody, foster care, access restrictions)

☐ No    ☐ Yes - supporting legal documents are required by the school - please attach

Please specify if no legal documents are available

14. Religion

15. Family parish

16. Sacraments	Date	Parish
Baptism	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
Communion	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
Confirmation	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>

17. Does the student come from an Australian Defence family?

☐ No    ☐ Yes – please specify    ☐ Army    ☐ Navy    ☐ Air Force



## SECTION B

### FAMILY INFORMATION

*This information refers to parents residing at the same address as the student. For parents/guardians not residing at the same address, please complete "Section C Alternative Family Information."*

#### PARENT 1 / GUARDIAN 1

18. Relationship to student

19. Title (e.g. Mr, Mrs, Miss, Ms, Dr)

Given names

Surname or family name

Nationality

Country of birth

20. Does parent/guardian 1 speak a language other than English at home?

☐ No, English only ☐ Yes (please specify)

21. Religion

22. Mobile phone

23. Business phone

24. Email

#### PARENT 2 / GUARDIAN 2

Relationship to student

Title (e.g. Mr, Mrs, Miss, Ms, Dr)

Given names

Surname or family name

Nationality

Country of birth

Does parent/guardian 2 speak a language other than English at home?

☐ No, English only ☐ Yes (please specify)

Religion

Mobile phone

Business phone

Email

## PARENT 1 / GUARDIAN 1

25. Correspondence is delivered by mail, sms and email.

Please consent to the following:

- ☐ Mail
- ☐ SMS
- ☐ Attendance Contact
- ☐ Newsletter
- ☐ Responsible for student
- ☐ Academic Reporting
- ☐ Responsible for fees

26. Sole Parent

- ☐ No ☐ Yes

27. Family address details

(for parent/guardian not residing at the same address please complete "Section C Alternative Family Information")

The child lives at this address ☐ Permanently ☐ Regularly ☐ Occasionally

Details:

28. Residential address

Mailing title (e.g. Mr & Mrs D Smith)

Street number and name

Town

State and postcode

29. Postal address (leave blank if same as residential address)

Street number and name or post office box

Town

State and postcode

## PARENT 2 / GUARDIAN 2

Correspondence is delivered by mail, sms and email

Please consent to the following:

- ☐ Mail
- ☐ SMS
- ☐ Attendance Contact
- ☐ Newsletter
- ☐ Responsible for student
- ☐ Academic Reporting
- ☐ Responsible for fees

Sole Parent

- ☐ No ☐ Yes



## SECTION C

### ALTERNATIVE FAMILY INFORMATION

*This information is required if the student resides with an alternative family during the school term.*

#### ALTERNATIVE PARENT/GUARDIAN 1

30. Relationship to student

31. Title (e.g. Mr, Mrs, Miss, Ms, Dr)

Given names

Surname or family name

Nationality

Country of birth

32. Does parent/guardian 1 speak a language other than English at home?

☐ No, English only ☐ Yes (please specify)

33. Religion

34. Mobile phone

35. Business phone

36. Email

#### ALTERNATIVE PARENT/GUARDIAN 2

Relationship to student

Title (e.g. Mr, Mrs, Miss, Ms, Dr)

Given names

Surname or family name

Nationality

Country of birth

Does parent/guardian 2 speak a language other than English at home?

☐ No, English only ☐ Yes (please specify)

Religion

Mobile phone

Business phone

Email



ALTERNATIVE PARENT/GUARDIAN 1

37. Correspondence is delivered by mail, sms and email. Please consent to the following:

- ☐ Mail
- ☐ SMS
- ☐ Attendance Contact
- ☐ Newsletter
- ☐ Responsible for student
- ☐ Academic Reporting
- ☐ Responsible for fees

ALTERNATIVE PARENT/GUARDIAN 2

Correspondence is delivered by mail, sms and email. Please consent to the following:

- ☐ Mail
- ☐ SMS
- ☐ Attendance Contact
- ☐ Newsletter
- ☐ Responsible for student
- ☐ Academic Reporting
- ☐ Responsible for fees

38. Alternative family residential address

Mailing title (e.g. Mr & Mrs D Smith)

Street number and name

Town

State and postcode

39. Alternative family postal address (Leave blank if same as residential address)

Street number and name or post office box

Town

State and postcode





## SECTION D

### PARENT/GUARDIAN BACKGROUND INFORMATION

*The following information is required by the Australian Government and must be completed. It is used to measure the achievements of students from various backgrounds for national reporting. Individuals are not identified.*

40. What is the highest year of primary or secondary school the parents/guardians have completed?

Mark only one box. For persons who have never attended school, mark 'Year 9 or equivalent or below'.

#### PARENT 1 / GUARDIAN 1

- ☐ Year 12 or equivalent
- ☐ Year 11 or equivalent
- ☐ Year 10 or equivalent
- ☐ Year 9 or equivalent or below

#### PARENT 2 / GUARDIAN 2

- ☐ Year 12 or equivalent
- ☐ Year 11 or equivalent
- ☐ Year 10 or equivalent
- ☐ Year 9 or equivalent or below

41. What is the level of the highest qualification the parents/guardians have completed?

#### PARENT 1 / GUARDIAN 1

- ☐ Bachelor degree or above
- ☐ Advanced diploma/diploma
- ☐ Certificate I to IV (including trade certificate)
- ☐ No non-school qualification

#### PARENT 2 / GUARDIAN 2

- ☐ Bachelor degree or above
- ☐ Advanced diploma/diploma
- ☐ Certificate I to IV (including trade certificate)
- ☐ No non-school qualification

42. What Occupation group does the Parent/Guardian belong to?

#### PARENT 1 / GUARDIAN 1

#### PARENT 2 / GUARDIAN 2

The above questions refers to the parental occupation group. Please select the appropriate parental occupation from the list on the following page. **If the person has not been in paid work in the last 12 months, enter '8' in the box provided.**



# LIST OF PARENTAL OCCUPATION GROUPS

## GROUP 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals

Elected officials (mayor parliamentarian, alderperson, trade union secretary, board member)

Senior executives/general managers/department heads in industry, commerce, media or other large organisation

• **Public sector manager** (public service manager (section head or above), regional director, hospital/health services education)

• **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)

• **Defence forces** (Commissioned Officer)

**Qualified professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

• **Health** (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist)

• **Education** (primary/secondary school teacher, university lecturer, professor, VET, special education)

• **Law** (lawyer, judge, barrister, coroner, solicitor, legal officer)

• **Engineering** (architect, surveyor, chemical/civil/mechanical/mining engineer)

• **ICT** (computer systems manager, designer, software and applications programmers)

• **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)

• **Social** (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)

• **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

## GROUP 2: OTHER BUSINESS MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

Other business managers/professionals

• **Farm/business owner/manager** (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)

• **Specialist manager** (works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)

• **Finance** (bank manager, finance/investment/insurance brokers/advisors, credit/loans officer, accountant)

• **Retail sales/services manager** (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services managers)

• **Arts/media** (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer)

• **Associate professionals** generally have diploma/technical qualifications and support managers and professional

• **Medical, science, architectural, building, surveying, engineering, computing, ICT support technician**

• **Health** (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)

• **Legal** (police officer, prison officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff)

• **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors, management and organisation analysts, contract, program)

• **Defence Forces** (senior non-Commissioned Officers [NCO])

## GROUP 3: TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

**Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group. (metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers)

**Advanced/intermediate clerical, office, sales, carer and service staff**

• **Recording clerk** (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)

• **Inquiry/admissions clerk** (customer inquiry/complaints/service clerk, hospital admissions clerk)

• **Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)

• **Sales** (sales representative (goods and service), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent)

• **Carer** (aged/disability/refugee/child care/welfare support worker, nanny, nursing support)

• **Service** (parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor, inspectors and regulatory officers)

## GROUP 4: MACHINE OPERATORS, HOSPITALITY STAFF, ASSISTANTS, LABOURERS AND RELATED WORKERS

**Machine operators**

• **Driver or mobile plant operators** (car/taxi/bus/coach/tram/truck/train driver, driving instructor, courier/deliverer, forklift driver, garbage collector, bulldozer loader/grader/excavator/earthmoving plant operators, farm/horticulture/forestry machinery operators)

• **Production/processing machine operator** (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/glass/clay/stone/concrete production/processing machine operators)

• **Other machine operator** (photographic developer/printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner) Sales office, hospitality staff and other assistants

• **Sales** (sales assistant, motor vehicle/caravan/parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler)

• **Office** (typist, word processing/data entry/business/keyboards/machine operator, receptionist, office assistant, general clerk)

• **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter, housekeeper, fast food cooks)

• **Assistant/aide** (trades assistant, school/teacher's/education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)

**Defence Forces** ranks below senior NCO

• **Agriculture, horticulture, forestry, fishing, mining worker** (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)

• **Other worker** (labourer, factory hand, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

## GROUP 8: UNEMPLOYED

• Not in paid work in the last 12 months

## SECTION E

### STUDENT SUPPORT

43. Please indicate if the student has any known or emerging additional needs:

Physical Disabilities	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Mental Health Needs	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Diagnosed condition affecting Learning	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Sensory Impairments	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Specific Learning Needs	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Chronic Illnesses	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Currently receives assistance Learning Support	No <input type="checkbox"/>	Yes <input type="checkbox"/>			

Please specify

44. I give permission for copies of (student name)

school records to be transferred from (Previous School) to St John's Catholic College.

- Inspire Documentation
- Education Adjustment Plans
- Naplan Reports
- Latest school reports
- Specialist Reports - Speech, Hearing, Vision or other
- Occupational therapy reports
- Reading assessments
- Behaviour management plans
- Psychological assessments
- Recent PAT test results or other school based assessments

☐ Consent given ☐ Consent not given

Parent 1 / Guardian 1 signature

Parent 2 / Guardian 2 signature

Date

D

D

M

M

Y

Y

Y

Y

Date

D

D

M

M

Y

Y

Y

Y



## SECTION F

### PARENTAL CONSENT

45. I/we consent to the College using or sharing the image, voice or work of my son/daughter through publications, including, but not limited to: newsletters, year books, websites, social media, media (television, radio, newspaper) and any other reports of the College or System (Catholic Education NT, Department of Education or SACE Board).

☐ Consent given      ☐ Consent not given

46. Excursion permission

I give consent for my son/daughter to be transported by College vehicle and to participate in **local** College activities off campus. Specific event permission will be sent for regional, interstate, international, overnight excursions.

☐ Consent given      ☐ Consent not given





## SECTION G

### MEDICAL CONSENT & INFORMATION

Surname

Given name/s

Date of birth

  

Medicare number

Position

Expiry date

  

Health care card

☐ No ☐ Yes

Health care card number

Expiry date

  

Private health fund

Member number

Doctor/Clinic

Doctor/Clinic phone number

1. Consent to medical attention/First Aid? ☐ No ☐ Yes
2. Is the student under medical treatment at present? ☐ No ☐ Yes (please give details below)

3. Has he/she ever had a serious illness? ☐ No ☐ Yes (please give details below)

4. Is he/she taking any medication? ☐ No ☐ Yes (please give details below)

5. Does he/she suffer from allergies or are they allergic to any food, animal or substance?

☐ No ☐ Yes (please give details below)

6. Is the allergic reaction an anaphylaxis response?

☐ No ☐ Yes - Anaphylaxis action plan must be provided

7. Does your child have a medical alert?

☐ No ☐ Yes - (please give details below)

8. Has your child been diagnosed with any learning, behavioural, cognitive or mobility conditions?

☐ No ☐ Yes - (please give details below)

9. Do you permit the school Health Centre to administer paracetamol? ☐ No ☐ Yes

10. Please tick any of the following conditions the student may have suffered, or still suffers from:

- ☐ Mental Health
- ☐ Epilepsy
- ☐ Tuberculosis (TB)
- ☐ Bronchitis
- ☐ Hepatitis (A, B or C)
- ☐ Heart problems (murmur, chest pains)
- ☐ Kidney problems
- ☐ Rheumatic heart disease
- ☐ Diabetes ☐ Type 1 ☐ Type 2
- ☐ Cardiac problems
- ☐ Anaphylaxis
- ☐ Asthma
- ☐ Trauma
- ☐ Eye sight
- ☐ Hearing
- ☐ Fainting/Dizziness

☐ Other injuries or medical conditions- please specify:

Please give any relevant information (medication, treatment etc):

11. Please supply any other relevant information:

12. The first and second parent or guardian stated in Section B will be the school's first and second priority contacts.

*You may wish to provide other names below:*

EMERGENCY CONTACTS:

CONTACT NAME	RELATIONSHIP	MOBILE	WORK PHONE	HOME PHONE
1				
2				
3				
4				

**THE FOLLOWING QUESTIONS  
APPLY FOR INTERNATIONAL  
STUDENTS ONLY**

# SECTION H

## INTERNATIONAL STUDENTS

St John's Catholic College recommends the use of a registered International Agent to support students and families with the enrolment and visa process. A list of registered Agents can be found on our website at: [https://bit.ly/Int\\_Agents](https://bit.ly/Int_Agents). If you are using an International Agent, the Agent's details must be identified on the

Questions only apply for International Students

**Agent Name**

**Agency / Company Name**

**Phone Number**

**Email Address**

**Website**

St John's Catholic College, (the College), as a Registered CRICOS Provider (00466K) operates under the Education Services for Overseas Students (ESOS) Act of 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students (The National Code) 2018.

The College is a provider of the following registered courses:

Course Name	Level	Duration
Intensive English Course	Non AQF Award	52 weeks
Secondary Junior Years 7-9	Junior Secondary Studies	156 weeks
Secondary Seniors Years 10-12	Senior Secondary Certificate of Education	156 weeks

The following information forms the written agreement between the Parent / Guardian and the College where the student is studying / applying to study at the College under the following Visa: Subclass 500 Student Visa.

By signing this agreement, the Parent / Guardian consents to personal information about the student being shared with relevant authorities:

- Information is collected in this form and during enrolment in order to meet our obligations under the ESOS Act 2000 and the National Code 2018; and to ensure student compliance with the conditions of their visa and obligations. The authority to collect this information comes from the ESOS Act and the National Code and well as the Australian Education Act 2013.
- See page 27 of this Application for Enrolment Form for further details regarding the Information Collection Notice.

By signing this agreement, the Parent / Guardian consents to notify the Registered Provider (the College) of any change in the student's address and/or contact details whilst enrolled in the course.

By signing this agreement, the Parent / Guardian consents to the full and prompt payment of all fees and levies as updated each year and endorsed by the Principal and published on the College website.

By signing this agreement, the Parent / Guardian consents to the full and prompt payment of the following additional fees and charges:

- Overseas Student Health Cover (OSHC) as required under the ESOS Act and National Code and advised by the College through the Letter of Offer.
- School Uniforms to comply with the College's uniform policy.

### **Fees, Levies, Charges and Refunds:**

- All fees, levies and charges are to be paid in Australian Dollars in full as per the College Invoice and / or Letter of Offer.
- All refunds will be processed in Australian Dollars and are subject to 'day of processing' exchange rates, bank charges and transfer fees.
- The College will not provide a refund on any loss due to exchange rates, bank fees or transfer charges incurred in the payment or refund process.

### **Application Fee:**

The College charges an A\$250 application fee for all International Student applications. This fee is non-refundable in all circumstances.

### **Tuition Fee and Operational Levy (if applicable):**

A refund on the Tuition Fee and Operational Levy may be granted in the following circumstances:

#### **The student's visa has been rejected during the application process:**

- A full refund on the Tuition Fee and Operational Levy will be provided within 28 days to the fee payer.
- Evidence that the visa was rejected by the Australian Government will be required.

#### **Parent / Guardian cancels, defers, or suspends the student's enrolment:**

- More than 4 weeks before the commencement of the course:
  - A full refund on the Tuition Fee and Operational Levy will be provided within 28 days to the fee payer.
- Less than 4 weeks before the commencement of the course / the course has commenced:
  - A partial refund of 50% on the Tuition Fee and Operational Levy will be provided within 28 days to the fee payer.
- More than 4 weeks after the commencement of the course.
  - No refund on the Tuition Fee and Operational Levy will be provided.

#### **The College no longer trades / offers courses for International Students:**

- More than 4 weeks before the commencement of the course:
  - A full refund on the Tuition Fee and Operational Levy will be provided within 28 days to the fee payer.
- Less than 4 weeks before the commencement of the course / the course has commenced:
  - A partial refund of 50% on the Tuition Fee and Operational Levy will be provided within 28 days to the fee payer.
- More than 4 weeks after the commencement of the course.
  - No refund on the Tuition Fee and Operational Levy will be provided.

### **Overseas Student Health Cover (OSHC):**

#### **The student's visa has been rejected during the application process:**

- A full refund on the Overseas Student Health Cover (OSHC) will be provided within 28 days to the fee payer in circumstances where the student has not yet travelled to Australia for the purposes of their study at the College.
- Evidence that the visa was rejected by the Australian Government will be required.

#### **Parent / Guardian cancels, defers, or suspends the student's enrolment, or the College no longer trades / offers courses for International Students:**

- The College will purchase the Overseas Student Health Cover (OSHC) prior to the arrival of the student with the policy commencing on the date of arrival.
- No refund will be provided once the College has purchased the Overseas Student Health Cover (OSHC).
- However, in these circumstances the Overseas Student Health Cover (OSHC) will remain with the student.

### **Education Agents Fees:**

- Education Agent services and their associated fees, commissioned by the Parent / Guardian, are not covered by this refund policy. The College cannot / will not provide a refund on these services as no revenue has been received by the College.



### Please note the following conditions:

No refund of Tuition Fee and Operational Levy will be provided where a student's enrolment is cancelled for any of the following reasons:

- Failure to pay the Tuition Fee and Operational Levy in a full and prompt manner as invoiced by the College.
- Any conduct by the student that results in the termination of enrolment at the College.
- Any breach of Visa Condition 8202:
  - Remain enrolled in a registered course (if you are a Foreign Affairs or Defence sponsored student or a secondary exchange student you must maintain full-time enrolment in your course of study or training)
  - Maintain enrolment in a registered course that is the same Australian Qualifications Framework (AQF) level or higher for which the student visa was granted, unless changing from AQF level 10 to level 9.
  - Maintain satisfactory attendance in your course and course progress for each study period as required by your education provider.

### Process for Claiming a Refund:

- Parent / Guardian seeking to submit a Claim for a Refund under this policy are required to inform the College in writing.
- Claim for a Refund is to be submitted via email to the International Coordinator and the Finance Manager, who will inform the Principal: [admin.stjohns@nt.catholic.edu.au](mailto:admin.stjohns@nt.catholic.edu.au)
- Claim for a Refund is required to include all relevant documentation to allow the College to make an assessment of the Claim for a Refund (for example: evidence that the visa was rejected by the Australian Government).
- Failure to provide all relevant documentation may result in a delay or refusal of the Claim for a Refund.
- The Finance Manager will inform the Parent / Guardian of the result of the Claim for a Refund.
- Refunds will be processed within 28 days from the date of the decision of the Claim for a Refund.
- Refund will be processed to the fee payer's nominated account.
- The College will not provide a refund on any loss due to exchange rates, bank fees or transfer charges incurred in the payment or refund process.

### Welfare and Accommodation:

Where children under 18 years of age intend to travel to Australia, their non-accompanying parent(s) or person(s) with parental responsibility (anyone who can lawfully determine where the child/children is/are to live) may be required to sign a consent form to give permission for the child/children to be granted an Australian visa for the purpose of travel to stay temporarily or permanently in Australia. If one parent, or person(s) with parental responsibility, has lawfully been made solely responsible for making decisions as to where the child/ children is/are to live, then only that parent or person needs to sign the consent form and provide the required documentation.

### Change of Information:

The College requires up to date student and parent/guardian personal information. The College must be informed in writing within 7 days via [admin.stjohns@nt.catholic.edu.au](mailto:admin.stjohns@nt.catholic.edu.au) should any information in this Application for Enrolment change during a student's enrolment.

### Complaints and Appeals:

- Parents / Guardians seeking to submit a Complaint or Appeal under this policy are required to inform the College in writing.
- Complaints or Appeals are to be submitted via email to the International Coordinator or the Principal: [admin.stjohns@nt.catholic.edu.au](mailto:admin.stjohns@nt.catholic.edu.au)

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Parent 1 / Guardian 1 Signature      Date    /    /    /

Parent 2 / Guardian 2 Signature      Date    /    /    /

**THE FOLLOWING QUESTIONS  
APPLY FOR ALL  
STUDENTS**

St John's Catholic College is a Catholic systemic school under the authority of the Bishop of the Diocese of Darwin and as operated by Catholic Education Northern Territory (CENT).

Enrolments, as outlined in the College Website, Prospectus and Application for Enrolment, are considered on the basis of the documentation submitted with the Application for Enrolment, the applicant's engagement during the enrolment interview (if granted), and a general assessment by the Principal or his/her delegate with regards to the applicant's:

- Willingness to support and contribute to the Catholic Ethos of the College.
- Commitment to upholding the standards, expectations and values of the College.
- Engagement, application and commitment to their (the applicant's) academic studies as well as supporting the positive learning culture of the College.

This is an agreement between St John's Catholic College (the College) and the Parents / Legal Guardians of the Enrolling Student.

Whereby it is agreed, that Parents / Guardians:

1. Agree that submission of an Application for Enrolment and/or attendance at an enrolment interview does not guarantee enrolment at the College.
2. Agree that this Application for Enrolment has been completed fully and to the best of my/our knowledge. Acknowledging that any misinformation and/or omission may result in termination of enrolment.
3. Agree to support the Catholic Ethos and Values of the College, and support the College in my/our son/daughter fully participating in the Religious Education and Faith Formation program of the College, including: the compulsory study of Religious Education as an academic subject, and attendance/participation in Prayer, Masses, Liturgies, Retreats and Feast Days.
4. Agree to work in partnership with the College and its staff to support the provision of education. Including, being engaged in my/our son/daughter's education and communicating with staff in a timely and appropriate manner.
5. Agree to support the College's standards, expectations, policies and processes with regards to: academic expectations, targeted placement, behaviour and conduct, uniform and presentation, attendance and engagement, communication, and work health and safety.
6. Agree to support the Principal and his/her delegate (where appropriate) to implement any reasonable disciplinary measure as provided for by the Northern Territory Education Act and the Catholic Schools Manual, in relation to student conduct including, but not limited to: search of property belonging to the student, confiscation of property, after school detention, internal / external suspension, exclusion and expulsion. The Parents/Guardians agree that the scope of student conduct includes any act or omission whilst on campus, and off campus (including travel on school/public buses) whilst wearing the College uniform and/or when representing the College in any activity.
7. Agree to support the College in my/our son/daughter taking an active part in the range of events and activities that form part of the holistic education program, including, but not limited to: whole school carnivals: swimming, athletics, cross country, the health and physical education program, and assemblies and awards evenings.
8. Agree to support the College's 90%+ attendance policy and agree to inform the College in a prompt manner should my/our son/daughter be absent / need to be absent from the College for any reason.
9. Agree to pay for any damage to College Property caused by my/our son/daughter where the damage is caused with intent or by accident where the student is conducting themselves outside the College's standards and expectations of stay safe, respect everyone and learn everyday.
10. Agree that the College accepts no liability or responsibility for the loss of personal effects while the student is on site or off site participating/representing the College in any activity.

11. Agree to the following in split family circumstances:
  - a. The College will be informed of the legal guardian status and any changes to legal guardian status of the enrolled student.
  - b. The legal guardians as identified in the Application for Enrolment will be jointly financially responsible for the prompt and full payment of school fees (or unless otherwise agreed to by Parents / Guardians in writing and supplied to the College.)
  - c. The legal guardians of the enrolled student will communicate with each other and accept that the College may only contact one legal guardian in relation to matters / consents associated with the enrolled student.
12. Agree that I/we will make prompt and full payment of school fees as they fall due or enter into an agreement (Direct Debit) with the College for the payment of school fees at an agreed rate over an agreed period at the approval of the Principal.
13. Agree that we will contact the College's Finance Manager to apply for financial hardship consideration in the event that personal financial circumstances change and/or alternative arrangements need to be made regarding the full and prompt payment of school fees by the due date.
14. Agree that the College will refer matters of non-payment / under payment of school fees to debt recovery services and any associated cost of these services will be the financial responsibility of the Parents / Guardians.
15. Agree to provide the College with 10 weeks' term time written notice, or pro rata payment in lieu of notice, of any withdrawal of enrolment.
16. Agree to the consents, as listed in this Application for Enrolment (Voice/Image/Work, Local Excursions during School Time, Health/Medical and Student Support).
17. Agree to the College's policy of not restricting food items from the College (for example: nuts, eggs, dairy, etc) and agree to work with the College in the development of a reasonable and appropriate anaphylactic action plan (where required).
18. Agree to the collection and submission of personal information as outlined in the Information Collection Notice contained in the Application for Enrolment (page 27) and updated from time to time.
19. Agree that the College has the right to update the terms and conditions contained in this agreement, as well as the College's standards, expectations, policies and processes from time to time.
20. Acknowledge that an external Closed Circuit Television System (CCTV) is in operation at the College to support community safety, security and the management of incidents of concern.
21. I consent to the College contacting my child's previous school as part of the application for enrolment process to gain a full understanding of the applicant's:
  - nWillingness to support and contribute to the Catholic Ethos of the College.
  - Commitment to upholding the standards, expectations and values of the College to support and promote the safety and wellbeing of the St John's Catholic College Community.
  - Engagement, application and commitment to their academic studies as well as supporting the positive learning culture of the College.

**Parent 1 / Guardian 1 signature**

**Date**

D	D	M	M	Y	Y	Y	Y
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**Parent 2 / Guardian 2 signature**

**Date**

D	D	M	M	Y	Y	Y	Y
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To assist us, where have you seen St John's Catholic College information and marketing? (select all that apply)

- ☐ Television Commercial
- ☐ Royal Darwin Show
- ☐ Social Media
- ☐ Darwin City Council Banners
- ☐ Year 5/6 Open Days
- ☐ International Education Agents
- ☐ Melaleuca Australia
- ☐ Radio Commercial
- ☐ Website
- ☐ Parish
- ☐ Print Advertising
- ☐ Defence Expo/Network
- ☐ Other (please specify below)

**Information we collect:** St John's Catholic College collects and records personal information, including sensitive information about students, parents/legal guardians and volunteers, before and during the course of a student's enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Education, Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act (1988).

**Purpose of collection:** The primary purpose of collecting and recording this information is to enable the provision of a quality Catholic education. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/legal guardians. This information may also be used to perform necessary associated administrative activities, which will enable students to take part in activities at the school.

**Disclosure of information:** Personal and sensitive information may be disclosed by the school for educational, administrative and support purposes to others including, but not limited to, personnel within the Catholic Education Office NT, other Catholic Education NT schools, other related church entities/agencies, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants, volunteers and counsellors, providers of learning and assessment tools, assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN), people providing administrative and financial services to the school, anyone you authorise the school to disclose information to and anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws. In addition, we may be required by law to disclose this information to government departments, both State and Federal (including for policy and funding purposes).

Personal information collected from students is regularly disclosed to their parents/guardians.

The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involves the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia.

On occasions, information such as academic and sporting achievements, student activities and other news may be published in newsletters, magazines, and on the school website and school social media accounts. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions from the student's parent/guardian if we would like to include such photographs or videos in our promotional material or otherwise make this material available to the public such as on the internet. Parents may seek access to personal information collected about them and their son/daughter by contacting the school.

The Catholic Education NT Privacy Policy sets out how parents/guardians or students may seek access to and correction of their personal information which the school has collected and holds. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate. The Catholic Education NT Privacy Policy also sets out how parents/guardians and students may complain about a breach of privacy and how the complaint will be handled.

The school may from time to time engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. We may include your contact details in a class list and school directory.

If you provide the school with the personal information of others, such as the student's other parents, doctors or emergency contacts, we request that you inform them that you are disclosing that information to all Catholic Education NT schools and why. They should also be informed that they can access that information if they wish and that the school does not usually disclose the information to third parties.

**Our privacy position:** Catholic Education NT is bound by the Privacy Act (1988) and has adopted the thirteen (13) Australian Privacy Principles. The Catholic Education NT Privacy Policy detailing Catholic Education's practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed on the Catholic Education NT website [www.ceont.catholic.edu.au/](http://www.ceont.catholic.edu.au/). Alternatively, a hard copy of the statement may be provided on request.

**Information required:** If we do not obtain the personal and sensitive information referred to above, we may not be able to enrol or continue to enrol your student.





College  
Website



Enrolment Form



College Facebook  
Page



College LinkedIn  
Profile

A CATHOLIC CO-EDUCATIONAL COLLEGE IN THE HEART OF DARWIN - YEARS 7 - 12

+61 8 8982 2222

10 - 54 SALONIKA STREET, THE GARDENS | LMB 13, DARWIN NT 0801

ADMIN.STJOHNS@NT.CATHOLIC.EDU.AU