



**Saint Ignatius' College**  
RIVERVIEW

**ENROLMENT**  
**CONTRACT**

Mail to:  
The Registrar  
Saint Ignatius' College Riverview  
Locked Bag 3005  
LANE COVE NSW 1595

## ENROLMENT CONTRACT

BETWEEN SAINT IGNATIUS' COLLEGE RIVERVIEW LIMITED (ABN: 68 621 312 990) of Tambourine Bay Road, LANE COVE NSW 2066 (the "**College**").

AND each of the parties described in Item 1 of the Schedule to this Enrolment Contract (each "**Parent/Guardian**" and collectively "**Parents/Guardians**" or "**You**" or "**Your**").

IT IS AGREED:

### 1. DEFINITIONS AND INTERPRETATION

#### 1.1 Definitions

In this document, except where the context otherwise requires:

**Commencement Date** means the date of enrolment of the Student as is described in Item 5.

**Enrolment Fee** means the amount payable by the Parents/Guardians in consideration of the College agreeing to enrol the Student at the College as described in Item 6.

**Enrolment Fee Due Date** means the date by which the Enrolment Fee must be paid as specified in Item 7.

**Fees and Charges** means the fees and charges as specified in clause 6.1.

**Principal** means the Principal of the College from time to time.

**Student** means the person described in Item 2.

**Student Type** means the student type (Day Boy or Boarder) of the Student as described in Item 3.

**Year Level** means the year level of the Student on the Commencement Date as described in Item 4.

#### 1.2 Interpretation

In this document, except where the context requires otherwise:

- (a) words importing the singular include the plural and vice versa;
- (b) headings are for convenience only and do not affect interpretation of this document;
- (c) a reference to a clause or schedule is a reference to a clause or schedule of this document and a reference to an item is a reference to an item in the schedule;
- (d) a reference to "\$" is to Australian dollars;
- (e) an expression importing a natural person includes a body corporate, partnership, joint venture or association;
- (f) a reference to a statute or regulation includes all amendments, consolidations or replacements thereof;
- (g) a reference to a party to a document includes that party's successors and permitted assigns;
- (h) no rule of construction applies to the disadvantage of a party because that party was responsible for the preparation of this document;
- (i) if an event must occur on a stipulated day which is not a Business Day, then the stipulated day will be taken to be the next Business Day; and
- (j) a reference to a body, whether statutory or not:
  - (i) which ceases to exist; or
  - (ii) whose powers or functions are transferred to another body,is a reference to the body which replaces it or which substantially succeeds to its powers or functions.

## 2. STUDENT ENROLMENT

The parties agree that:

- 2.1 as and from the Commencement Date the Student shall be enrolled at the College, subject to and in accordance with, the terms and conditions of this Enrolment Contract; and
- 2.2 subject to and in accordance with the terms of this Enrolment Contract, it is expected that the Student will remain enrolled at the College until the completion of Year 12.

## 3. THE EDUCATIONAL PROGRAM AND SCHOOL EXPECTATIONS

In consideration of the College agreeing to the enrolment of the Student at the College from the Commencement Date, you accept and agree:

- 3.1 to support the mission and values of the College and acknowledge your mutual responsibility to assist in the education and formation of the Student;
- 3.2 to accept the need for the Student to achieve his personal best for the courses and subjects in which he is enrolled;
- 3.3 with the College's requirements in relation to home study, uniform, personal presentation and attendance;
- 3.4 that all communications between students, parents, visitors and staff members are required to be courteous and respectful;
- 3.5 that the College shall determine, in its absolute discretion, which courses and activities are offered and/or provided at any time (or no longer offered or provided as the case may be) by the College and which of these are compulsory;
- 3.6 that the College shall determine, in its absolute discretion, the staffing of all courses and activities offered and/or provided at any time by the College;
- 3.7 that participation in and/or attendance by the Student at the following is compulsory:
  - (a) Ignatian Service program;
  - (b) College masses, retreats and assemblies;
  - (c) co-curricular activities;
  - (d) College sport program;
  - (e) Head of the River, athletics and swimming carnivals, social justice events and other designated activities as determined by the Principal;
  - (f) camps and excursions that occur from time to time that are integral to the educational program;
- 3.8 that in relation to clause 3.7, membership of and participation in school sporting teams and activities by the Student shall take priority over other sporting interests or competitions. The Student is required to represent the College when selected;
- 3.9 that requests for leave from College activities, including academic and co-curricular programs, and for early departure at the end of a day, or term, or late return from breaks will only be considered in the most extreme cases and must be applied for in writing to the College in advance;
- 3.10 to support the administration of the College's discipline policy, as amended from time to time;
- 3.11 to support all College policies with particular reference to bullying, harassment, cyber-safety and others as amended from time to time; and
- 3.12 to be actively involved in the College through attendance at parent-teacher interviews and parent forums, to participate in courses offered by the College relevant to the Student's education and to assist the College in a voluntary capacity from time to time.

#### 4. DISCIPLINE/SUSPENSION

- 4.1 You agree and accept that the Principal may, in his absolute discretion, but subject to affording the Student procedural fairness:
- (a) suspend the Student from the College for breaches of rules or discipline for any length of time to be determined by the Principal;
  - (b) suspend the Student from the College for a failure, either by the Student or by the Parents/Guardians (jointly or severally), to comply with the terms and conditions of this Enrolment Contract, for any length of time to be determined by the Principal;
  - (c) suspend the Student from the College if the College discovers that the Student had engaged in conduct before commencing at the College where such conduct would warrant suspension or dismissal had the conduct occurred after the Student had commenced; and
  - (d) where the Student's Student Type is described as "Boarder", suspend or dismiss the Student from Boarding for breaches of rules or discipline, or for failure, either by the Student or by the Parents/Guardians (jointly or severally), to comply with the terms and conditions of this Enrolment Contract, that is, the Principal may, in his absolute discretion, require the Student Type of the Student be changed to "Day Boy" for any length of time to be determined by the Principal (suspension from Boarding) or permanently (dismissal from Boarding) in which case the Student must attend the College as a "Day Boy" in accordance with the rules and obligations of that Student Type.
- 4.2 A decision by the Principal pursuant to clause 4.1 to suspend the Student does not constitute a waiver of the College's rights to dismiss the Student or terminate this Enrolment Contract pursuant to clause 12.
- 4.3 During any period of time in which the Student is suspended pursuant to clause 4.1, you agree to continue paying the Fees and Charges (as defined in clause 6.1) as and when they fall due in accordance with the terms of this Enrolment Contract.

#### 5. STUDENT INFORMATION AND DOCUMENTATION

You agree and warrant that:

- 5.1 you have provided the College with all information of which you are aware in relation to any special circumstances, needs, considerations or requirements of the Student, whether or not they have been formally diagnosed and/or documented, including:
- (a) any social, emotional, intellectual, behavioural, learning, physical or health matters that:
    - (i) may impact or affect the Student's ability to access or be benefitted by the programs offered at the College; or
    - (ii) may pose a risk of any type to the Student, other students, or staff at the College.
  - (b) whether the Student has ever been referred to, or attended, any specialist agencies, therapists, special schools, units or centres; and
  - (c) any requirement for special provisions to be made by the College;
- 5.2 you have provided the College with a copy of all documents that exist in relation to any of the matters referred to in clause 5.1;
- 5.3 you have provided the College with a copy of all documents in relation to Court Orders related to the Student, be they of the Family Court or any other relevant Order;
- 5.4 you will provide the College with any further information or documentation of the type described in clauses 5.1, 5.2 and 5.3 which comes to your knowledge or into your possession at any time during the Student's enrolment at the College, as soon as possible after the information or documents are received;
- 5.5 each of the warranties and undertakings given in clauses 5.1, 5.2, 5.3 and 5.4 shall be deemed to be repeated each time the Student attends the College for a new school term;
- 5.6 you have provided the College with an Immunisation History Statement, issued by the Australian Childhood Immunisation Register (ACIR), showing that the Student is up to date with their scheduled vaccinations or that the

Student has an approved medical exemption to one or more vaccines as stated on the Student's ACIR Immunisation History Statement;

- 5.7 you understand that the College must be provided with a signed consent form before additional adolescent vaccinations can occur and you acknowledge that it is the firm expectation of the College that such consent will be provided by you and that the Student will receive those vaccinations unless the College is provided with an exemption signed by a registered medical practitioner stating that the Student is unable to receive the vaccines due to a severe allergy or illness.
- 5.8 you consent to the use by the College of any information or documentation provided to the College in accordance with clauses 5.1, 5.2, 5.3, 5.4 and 5.6, and otherwise in accordance with the College's Privacy Policy, to support the Student whilst at the College; and
- 5.9 you understand and acknowledge that if any of the information or documentation as described in clauses 5.1, 5.2, 5.3, 5.4 and 5.6 is not provided to the College as required then that failure shall constitute a breach of this Enrolment Contract which may result in termination of the Student's enrolment or dismissal of the Student from the College in accordance with clause 12.

## 6. FEES AND CHARGES

By signing this Enrolment Contract, you accept and agree:

- 6.1 that under this Enrolment Contract, "**Fees and Charges**" means all fees and charges payable by you to the College pursuant to this Enrolment Contract, including but are not limited to:
  - (a) the Enrolment Fee;
  - (b) any amounts payable for tuition, boarding, subjects, private tuition, insurances, study programs, excursions, activities, co-curriculum, camps, tours and the supply of goods and services to the Student; and
  - (c) any processing or administrative fees payable pursuant to this Enrolment Contract.
- 6.2 the Fees and Charges are determined by the Board of Saint Ignatius' College Riverview Limited from time to time and are subject to amendment at the Board's sole discretion;
- 6.3 that from the Commencement Date, each Parent/Guardian is jointly and severally liable for the payment to the College of all Fees and Charges in respect of the Student and that should there be more than one Parent/Guardian, each Parent/Guardian must ensure that all Fees and Charges are promptly paid when they become due and payable, regardless of whether the other Parent/Guardian is able or willing to contribute to payment of Fees and Charges;
- 6.4 that by signing this Enrolment Contract, you warrant that:
  - (a) you have the capacity to pay to the College all Fees and Charges in respect of the Student;
  - (b) you intend to so pay the Fees and Charges to the College as and when they become due and payable; and
  - (c) you will use your best endeavours to ensure that the Fees and Charges are promptly paid when they fall due.
- 6.5 that the warranty given in clause 6.4 shall be deemed to be repeated by you on the first day of each new school term until the earlier of:
  - (a) the Student completing Year 12;
  - (b) withdrawal of the Student pursuant to clause 10; or
  - (c) termination of this Employment Contract pursuant to clause 12.
- 6.6 that each Parent/Guardian remains jointly and severally liable for the payment to the College of all Fees and Charges in respect of the Student until such times as one Parent/Guardian (**remaining Parent/Guardian**) and the College (at the College's absolute discretion) agree in writing to release the other Parent/Guardian (**released Parent/Guardian**) from their obligations to pay the Fees and Charges at which time this Enrolment Contract will terminate as against the released Parent/Guardian and the remaining Parent/Guardian will enter into a new Enrolment Contract with the College pursuant to which the remaining Parent/Guardian agrees to be solely liable for the Fees and Charges for the remainder of the period of the Student's enrolment at the College;

- 6.7 that should you fail to pay an invoice/statement for Fees and Charges by the due date, you will incur an administration fee as determined by the College from time to time. You acknowledge that the administration fee is a genuine pre-estimate by the College of the loss that it would suffer if an invoice/statement is not paid by the due date;
- 6.8 that no remission of Fees and Charges, either in whole or in part, will be made if the Student is absent due to illness, leave or suspension, unless such remission is approved by the Principal in his absolute discretion;
- 6.9 that should the Student be required to leave or permanently ceases to attend the College for any reason, there will be no remission of Fees and Charges, either in whole or in part, for the then current school term, unless such remission is approved by the Principal in his absolute discretion;
- 6.10 that should the Student be dismissed or suspended from the College for any of the reasons set out in clauses 3.12 or 12, or if this Enrolment Contract is terminated by the College pursuant to any of the reasons set out in clause 12, there will be no remission of Fees and Charges, either in whole or in part, for the then current school term, unless such remission is approved by the Principal in his absolute discretion;
- 6.11 to pay medical and ambulance expenses incurred on behalf of the Student that are not covered by College insurance; and
- 6.12 that in addition to the Fees and Charges, the College shall be reimbursed for and recover from you all costs and expenses incurred by the College as a result of your failure to comply with any condition of this Enrolment Contract, including but not limited to the costs incurred by the College in seeking to recover any debts or otherwise enforce its rights, including without limitation, the costs of any collection agents and legal costs (on a solicitor and own client basis).

## **7. PAYMENT OF FEES AND CHARGES BY DIRECT DEBIT**

You accept and agree:

- 7.1 to maintain at all times a valid Direct Debit Authority with the College authorising the College (and/or its Payment Gateway Service Provider) to initiate the direct debit of the Fees and Charges payable by you in respect of the Student and any other amounts payable by you to the College (including fees and charges payable by you in respect of your other son or sons enrolled at the College from time to time) from an Australian bank account, credit card or debit card nominated by you;
- 7.2 that direct debits will be initiated in accordance with the College's payment schedule as specified from time to time;
- 7.3 to ensure there are sufficient funds available in your nominated account to meet any direct debit initiated by the College (and/or its Payment Gateway Service Provider);
- 7.4 to pay an administration fee to the College (and/or its Payment Gateway Service Provider) for any direct debit that fails or is dishonoured or is otherwise not paid to the College. You acknowledge that the administration fee is a genuine pre-estimate by the College (and/or its Payment Gateway Service Provider) of the loss that it would suffer if a direct debit fails or is dishonoured or is otherwise not paid to the College;
- 7.5 to pay by direct debit an additional Payment Processing Fee for each payment that is direct debited from your nominated account or credit/debit card. The Payment Processing Fee amount will be calculated as a percentage of the direct debit amount, with the percentage rate that will apply to be determined by the type of account or credit card/debit card used. The applicable percentage rate for each type of account or credit/debit card will be as amended from time to time; and
- 7.6 that the Payment Processing Fee may be charged by, and payable to, either the College or the College's Payment Gateway Service Provider.

## **8. PAYMENT OF ENROLMENT FEE**

You accept and agree that:

- 8.1 the enrolment of the Student at the College shall not proceed, and the Student cannot commence attendance at the College, unless and until the Enrolment Fee has been paid to the College in full;

- 8.2 the Enrolment Fee is non-refundable and will not be applied to offset any Fees and Charges payable by you pursuant to this Enrolment Contract;
- 8.3 you are required to provide a valid Direct Debit Authority to the College at the same time as this Enrolment Contract is made;
- 8.4 the Enrolment Fee shall be paid by way of the College direct debiting the Enrolment Fee from your nominated account or credit/debit card as per the Direct Debit Authority given to the College by you; and
- 8.5 in addition to the Enrolment Fee, a Payment Processing Fee may be charged in accordance with clauses 7.5 and 7.6; and
- 8.6 if the Enrolment Fee is not paid by the Enrolment Fee Due Date, or such later date as may be agreed by the College in its absolute discretion, then this Enrolment Contract shall terminate and the College will be under no obligation to make a new offer of enrolment, or otherwise enter into a new enrolment contract, in respect of the Student

## 9. BOARDING STUDENT ENROLMENT

You accept and agree that where the Student's Student Type is 'Boarder', then subject to clauses 3.12 and 12, the Student Type shall remain as 'Boarder' for the entire period of the Student's secondary schooling.

## 10. WITHDRAWAL

Should you wish to withdraw the Student from the College, you accept and agree that:

- 10.1 written notice of no less than a full school term must be given to the Principal (if there is more than one Parent/Guardian, the notice to withdraw the child must be signed by all Parents/Guardians) (**Withdrawal Notice**);
- 10.2 the Withdrawal Notice must stipulate the date from which the Student will cease to attend the College;
- 10.3 you must continue doing all things, and pay all Fees and Charges promptly when they fall due, as stipulated in this Enrolment Contract up to and including the last day that the Student attends the College;
- 10.4 In the circumstances where the requirements of the Withdrawal Notice stipulated in clause 10.1 have not been complied with:
  - (a) should the notice period in the Withdrawal Notice be less than a school term, a full school term's Fees and Charges will be charged in addition to any outstanding moneys payable to the College; and
  - (b) if there is more than one Parent/Guardian under this Enrolment Contract, the Withdrawal Notice must contain the written consent and signature of each Parent/Guardian for the withdrawal to be considered valid by the College. If the College does not receive a compliant Withdrawal Notice, the Student will not be considered validly withdrawn from the College and this Enrolment Contract will remain in force and binding upon the parties.

## 11. PRIVACY

You acknowledge and accept that:

- 11.1 By signing this Enrolment Contract, you acknowledge and agree that you have read and understood and agree to be bound by the Privacy Collection Notice issued by the College and annexed to this Enrolment Contract as Annexure A which is to be read in conjunction with the College's Privacy Policy;
- 11.2 the Privacy Collection Notice and the College's Privacy Policy may change from time to time in accordance with the College's requirements and the current version may be viewed at any time on the College's website; and
- 11.3 the College may seek express consent from you for the collection or use of certain personal information of the Student or you from time to time.

## 12. TERMINATION

- 12.1 You acknowledge and accept that the Principal may, in his absolute discretion, subject to affording the Student procedural fairness:
  - (a) dismiss the Student from the College for breaches of rules or discipline;

- (b) dismiss the Student from the College for a failure, either by the Student or by the Parents/Guardians (jointly or severally), to comply with the terms and conditions of this Enrolment Contract;
- (c) terminate the Student's enrolment if the Student has not yet commenced attendance at the College or otherwise dismiss the Student from the College if the College discovers that the Student had engaged in conduct before commencing at the College where such conduct would warrant suspension or dismissal had the conduct occurred after the Student had commenced;
- (d) terminate the Student's enrolment if the Student has not yet commenced attendance at the College or otherwise dismiss the Student from the College if the College discovers that information or documentation as described in clause 5 has not been provided to the College in accordance with that clause;
- (e) dismiss the Student from the College if the Student engages in conduct which is contrary to the College's values and/or when the conduct impugns the name of the College in the public domain; or
- (f) by giving you two months written notice, dismiss the Student from the College when the mutually beneficial relationship of trust and co-operation between you and the College has broken down to the extent that it adversely impacts on the relationship; and
- (g) by giving you reasonable notice, require that the Student be withdrawn from the College at the end of a school year where the Student has, in the Principal's opinion, failed to meet the requirements of the New South Wales Board of Studies or has otherwise failed to make satisfactory progress in his academic work.

12.2 Should the Student be dismissed for any reason described in clause 12.1:

- (a) the Student must permanently cease attendance at the College at the date determined by the Principal; and
- (b) you must continue to pay the Fees and Charges as they fall due for the remainder of the school term in which the Student was dismissed.

12.3 You acknowledge and accept that if the Student is absent from the College for a continuous period greater than 6 weeks during a school term (excluding any leaves of absence approved by the College), this Enrolment Contract will be deemed to be terminated. Should the Enrolment Contract be terminated pursuant to this clause:

- (a) the Student is considered to be no longer be enrolled at the College and he must permanently cease attendance at the College; and
- (b) a full school term's Fees and Charges will be due and payable by you; and
- (c) you will remain liable to pay for any other outstanding Fees and Charges that are unpaid pursuant to the terms of this Enrolment Contract.

### 13. RETURN OF EQUIPMENT

You accept and agree that:

13.1 should the Student permanently cease attendance at the College for any reason (including if the Student has graduated, if the Student is withdrawn or if the Student is dismissed), any College-owned device (including but not limited to any laptop computers or electronic tablets) and any other College property that had been given to the Student (**College Property**) will be returned to the College within 7 days following the dismissal or termination; and

13.2 should any College Property not be returned, or if it is returned damaged, broken or non-functional, you will reimburse the College for the reasonable cost of the College in replacing the item and such costs will become part of the Fees and Charges payable by you in accordance with clause 6.

### 14. GENERAL PROVISIONS

#### 14.1 Entire agreement

This Enrolment Contract constitutes the entire agreement between the parties regarding the matters set out in it and supersedes any prior representations, understandings or arrangements made between the parties, whether orally or in writing.



#### 14.2 **Governing law and jurisdiction**

- (a) The laws applicable in New South Wales govern this Enrolment Contract.
- (b) The parties submit to the non-exclusive jurisdiction of the courts of New South Wales and any courts competent to hear appeals from those courts and waive any right to object to any proceeding being brought in those courts.

#### 14.3 **Counterparts**

This Enrolment Contract and any notices issued in accordance with this Enrolment Contract may be executed in any number of counterparts. All counterparts taken together constitute one instrument.

#### 14.4 **Waiver**

A failure or delay in exercise or partial exercise of a right arising from a breach of any provision of this Enrolment Contract is not to be regarded as a waiver of that right and cannot be relied upon as a waiver of that right.

#### 14.5 **Parties**

If the Parents/Guardians named in this Enrolment Contract are made up of more than one person, or a term is used in this agreement is to apply to more than one party:

- (a) an obligation of those persons is joint and several (including without limitation each payment obligation);
- (b) a right of those persons is held by each of them severally;
- (c) unless otherwise specified, any other reference to those parties of that term is a reference to each of those persons separately; and
- (d) a reference to “you”, “your” or “Parents/Guardians” is a reference to each Parent/Guardian.

#### 14.6 **Severance**

If any part of this Enrolment Contract is invalid or unenforceable, this Enrolment Contract does not include it. The remainder of this Enrolment Contract continues in full force.

#### 14.7 **Survival**

The representations, warranties, the requirements of clause 7 and the requirements for you to pay Fees and Charges and any other moneys that are due and payable in accordance with this Enrolment Contract shall survive the termination of this Enrolment Contract. Any other provision by its nature intended to survive expiry or termination of this document survives expiry or termination of this document.



## ANNEXURE A

### PRIVACY COLLECTION NOTICE (Please also refer to the College's Privacy Policy on the College website at [www.riverview.nsw.edu.au](http://www.riverview.nsw.edu.au))

The Australian Privacy Principles (“APPs”) contained in the *Privacy Act 1988 (Cth)* (“Act”) came into effect on 12 March 2014. The Act and the APPs regulates the way private sector organisations collect, use, keep, secure and disclose personal information. The following Privacy Collection Notice relates to the purposes that the College collects personal information. Terms defined in the Act have the same meaning in this Privacy Collection Notice.

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a Student’s enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling for your son and to enable your son to take part in all the activities of the College.
2. In situations where parents are separated, it is the policy of the College to release school reports to the mother and father of the student upon request. It is also the policy of the College to allow both the mother and father of the student to attend parent/teacher interviews upon request. However, the College will abide by any court orders which prevent the release of such information.
3. Some of the information collected is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care.
4. Laws governing or relating to the operation of schools require that certain information is to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.
5. Health information about students is categorised as sensitive information within the terms of the APPs and the Act. As the College holds health information of students and has an onsite Health Centre providing health services, we are also required to comply with the *Health Records and Information Privacy Act 2002 (NSW)* (**HRIP Act**). We will ask that you provide medical information about students from time to time so that we may comply with our duty of care. This information may be collected via online processes that are compliant with the APPs and the HRIP Act. Please be aware that changes to the government’s My Health Record privacy laws mean that parents can no longer access the My Health Record of students who are 14 years or older without consent of the student.
6. The College from time to time discloses and/or exchanges personal and sensitive information to others for administrative and educational purposes and/or for the care of students as prescribed by relevant legislation, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, the National Catholic Education Commission, Catholic Schools NSW Limited, Catholic School Agencies, Jesuit Education Australia Ltd, The Australian Province of the Society of Jesus, The Society of Jesus in Australia Limited, the local diocese and parish, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, counsellors and volunteers.
7. In addition to the agencies and purposes cited above personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain school information relating to the circumstances of parents and students on the MySchool website.
8. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son.
9. The College may store personal information in the “cloud” which may mean that it resides on servers which are situated outside Australia.
10. The College’s Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
11. In the event of default of payment of fees, the College may provide personal information to its lawyers or a debt collection agency in order that such fees may be recovered.
12. Personal information collected from students is regularly disclosed to their parents or guardians.
13. On occasions information such as academic and sporting achievements, student activities and other news is published in College newsletters, magazines and on our website: [www.riverview.nsw.edu.au](http://www.riverview.nsw.edu.au). Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in College newsletters and magazines, our website and on our intranet.
14. We may include students’ and students’ parents’ contact details in a class list and College directory.
15. From time to time, the College is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.
16. The College’s Privacy Policy sets out how students, parents or guardians may seek access to personal information collected about them. 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 College’s duty of care to the student, or where students have provided information in confidence.
17. The College from time to time engages 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 College’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.
18. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing this information to the College and why. They can access that information if they wish and the College does not usually disclose the information to third parties.
19. The College may retain certain records for 7 years or more in accordance with its Records Storage & Retention Policy (as amended from time to time), a copy of which may be viewed on the College’s website.
20. Like many website operators, the College collects information that your browser sends whenever it visits our website (Log Data). This Log Data may include information such as your computer’s Internet Protocol (IP) address, browser type, browser version, the pages of the College’s website that you visit, the time and date of your visit, the time spent on those pages and other statistics. In addition, the College may use third party services such as Google Analytics (or similar web traffic analytic tools) that collects, monitors, analyses and records all visits to the College’s website. Use of the College’s website is subject to you acknowledging and agreeing to the College’s collection of Log Data as set out above. If you do not agree to the College collecting Log Data as set out above, you must immediately cease using the College’s website.

# SCHEDULE

<b>Item 1</b>	<b><u>Parent/Guardian 1</u></b> Name: Address:  Contact Number: Email Address:  <b><u>Parent/Guardian 2</u></b> Name: Address:  Contact Number: Email Address:	
<b>Item 2</b>	<b>Student</b>	
<b>Item 3</b>	<b>Student Type</b>	
<b>Item 4</b>	<b>Year Level on commencement</b>	
<b>Item 5</b>	<b>Commencement Date</b>	
<b>Item 6</b>	<b>Enrolment Fee</b>	
<b>Item 7</b>	<b>Enrolment Fee Due Date</b>	