



General Conditions

1. Students and parents/guardians agree to actively support the College's mission, vision and values. This includes adherence to College policies, procedures and relevant Codes and Conduct.
2. Student attendance is required at official College functions (e.g., Presentation Evenings) and all timetabled activities, including intra/inter-school sporting events, camps, etc. Students are expected to attend the College during the published term dates. If circumstances (other than illness) require a student to be absent from the College for a period greater than five days, advance notification must be made in writing.
3. The College reserves the right to discipline students for breaches of College rules and general misbehaviour. Principals reserve the right to suspend, or permanently exclude, a student from the College.
4. Parents/guardians who enrol their student in the College agree to accept liability jointly and individually for the cost of restitution for any damage resulting from the wilful or negligent actions of their student.
5. An administration charge is payable with each application for family enrolment. Following the offer of a place a Confirmation Fee is payable. The College's Fees Information outlines the details of these fees.
6. A credit reference check may be conducted prior to entering the College.
7. All fees and charges are to be paid in accordance with the College's Fees Information as published each year. The arrangements for payment of such fees and charges is by direct debit and must be made prior to the commencement of the period to which they relate. Signatories of the tuition fees section of the Enrolment Contract are responsible for ensuring that payment of fees and charges are made to the College in accordance with the Fees Information.
8. A student may be refused admission to a new term at the College if any fees and charges from the previous term remain unpaid and satisfactory alternative arrangements are not in place.
9. Ten weeks' notice in writing must be given to the respective Principal before the withdrawal of a student from the College, including withdrawal at the end of the year. Failure to give such notice by the last day of any term for withdrawal no earlier than the last day of the following term will involve the payment of one term's tuition fee dating from the last day of attendance of the student. This fee will only be waived in the case of there being, in the view of the respective Principal or Business Manager, extenuating circumstances that could not have been anticipated leading to the withdrawal of the student. These circumstances need to be set out in the letter notifying the intent to withdraw.
10. The payment of full fees is necessary to hold a guaranteed place whenever a student is absent from the College for any period of time during the year.
11. The College reserves the right to amend these conditions and the College's Fees Information from time to time without prior notice.
12. The College accepts no liability for personal property brought to the College or a College excursion or event.
13. All students are bound by the College rules and regulations issued by the respective Principal from time to time.
14. Parents agree to provide the details of any mental, physical or behavioural conditions of a student enrolled at the College that may affect their learning or welfare, or the learning or welfare of another student, or the welfare of any other person at the College.
15. Parents or guardians have read and agreed to the College's Privacy Policy.
16. It is the obligation of the parent or guardian to provide the College with current and updated information.
17. The College reserves the right to invoice parents or guardians directly for unpaid Music Tuition Fees owing to Music tutors for students participating in the College's Music Tuition Program. If the College exercises this right, then the debt to the College and payment to the College will discharge that liability to the Music Tuition provider. If the College exercises that right then the Music Tuition fees invoiced by the College will be treated in all respect as fees outstanding to the College including for the purposes of clause 7 of the Carey general conditions of enrolment.
18. The College reserves the right to invoice parents or guardians directly for unpaid bus tickets or extracurricular items (Snow Camp etc.). If the College exercises that right then these fees invoiced by the College will be treated in all respect as fees outstanding to the College including for the purposes of clause 7 of the Carey general conditions of enrolment.

Privacy Collection Notice

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide when you are enrolling your child or your child is enrolled at the College. Carey Baptist College's Privacy Policy is available on our website. In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.

1. Carey Baptist College (the College) collects personal information, including sensitive information about students, parents, guardians, and family members before and during 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 meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the College.
2. Some of the information the College collects is to satisfy its legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. The College may request medical reports and health information about students from time to time to discharge its legal duty of care to the student and to other students and staff. This includes a student's asthma and anaphylaxis action plans, as well as any other health or medical information reasonably likely to impact the College's ability to provide educational, first aid, and related services.
5. A student's health and medical information will be disseminated and used within the College to best meet the College's duty of care responsibilities. This may include using photographs with health action plans to facilitate identifying students who may be at heightened risk. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988.
6. The College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
 - government departments;
 - third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging;
 - another school to facilitate the transfer of a student;
 - medical practitioners, and people providing educational support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
 - people providing administrative and financial services to the College;
 - anyone you authorise the College to disclose information to; and
 - anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.
7. If this information is not provided to us, the College views this as an unacceptable risk and will not proceed with the enrolment.
8. The College will engage in fundraising activities from time to time. Information received from you may be used for these purposes. It may also be disclosed to a future College Alumni who may assist in the fundraising activities of the College. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
9. The College uses cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. The College's Privacy Policy contains further information
10. The College's Privacy Policy is accessible via the College [website](#) or from the College administration office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the College'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.
11. The College's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint about a breach of the APPs and how the complaint will be handled.
12. On occasion, information such as academic and sporting achievements, student activities, and similar news is published in College newsletters and magazines, on physical displays throughout the College, and on our intranet. This may include photographs and videos of student activities such as sporting events, College camps, and College excursions.

The College will obtain separate permissions from the student's parent or guardian (and from the student if appropriate) prior to including such photographs or videos or other identifying material in our promotional material or otherwise making this material available to the public, such as on the internet.

The College will obtain separate permissions from the student's parent or guardian prior to including personal information on College directories (eg Class Representative or Parents in Partnership lists)
13. If you provide the College with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can request access to and correction of that information if they wish and to also refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects and complaints it receives.
14. In compliance with the Spam Act 2003 (Cth), Carey Baptist College is committed to ensuring that all commercial electronic messages sent by the College are done with the recipient's consent, include accurate sender information, and provide a clear and functional option to unsubscribe from further communications.

Contact Us

To contact us about privacy questions or concerns:

Harrisdale

E: privacy@carey.wa.edu.au

T: 08 9394 9111

51 Wright Road, Harrisdale, WA 6112

PO BOX 1409, Canning vale, WA 6970

Forrestdale

E: privacy@carey.wa.edu.au

T: 08 9394 9111

540 Nicholson Road, Forrestdale, WA 6112

PO BOX 1409, Canning vale, WA 6970