

# MOUNT LILYDALE MERCY COLLEGE

## Enrolment Application

Please submit the enclosed enrolment application with all sections completed in BLOCK letters, along with accompanying documents to:

The Enrolments Officer  
Mount Lilydale Mercy College  
120 Anderson Street  
LILYDALE VIC 3140

**ALTERNATIVELY PLEASE SUBMIT YOUR APPLICATION ONLINE BY VISITING:**

<https://enrol.mlmc.vic.edu.au>



### Documents required to accompany this application

#### Photocopies of

- ☐ Birth Certificate for Australian born resident applicants
- ☐ Citizenship, Passport with detailed Visa Information, or travel documents for non-Australian born applicants
- ☐ Certificates of the Sacraments received – Baptism, First Eucharist, Confirmation
- ☐ Previous semester report from the applicant's current school (Grade 4, 5 or 6 report is required for a Year 7 application)
- ☐ NAPLAN test results from the latest testing year
- ☐ Documentation to support learning / medical / social / emotional needs (assessments, tests, reports etc.)

#### The following additional documentation is required for applicants entering Years 8 to 12

- ☐ Copies of two of the applicant's most recent academic reports

### Enrolments for Year 7

Applications for enrolment open for students whilst in Grade 4 and will be accepted up to April of their Grade 5 year. To obtain further information please contact our Enrolments Officer on 9735 4022. Tours are available and bookings can be made on line at: [www.mlmc.vic.edu.au/enrolment/Tours\\_booking](http://www.mlmc.vic.edu.au/enrolment/Tours_booking). All applicants are interviewed prior to a formal offer being made. Offers of enrolment are made in Term 4 of the applicant's Grade 5 year. Places are offered using the College Enrolment Selection Guidelines (outlined in Section H of this form).

### Enrolments for Years 8 to 12

Enrolment opportunities are available at other year levels where vacancies occur and may be made at any time. Applicants are interviewed prior to a formal offer being made.

**The offer of enrolment at Mount Lilydale Mercy College is at the discretion of the Principal.**

### About this Enrolment Form

Please direct all enquiries to the College Enrolments Officer:  
Email: [registrar@mlmc.vic.edu.au](mailto:registrar@mlmc.vic.edu.au)  
Phone: 03 9735 4022

### Sections

- A Family Enrolment Agreement (to be retained for your reference)
  - B Student Applicant Details
  - C Declaration
  - D Family Details
  - E Student Educational and Health Information
  - F College Archives and Development
  - G Enrolment Application Payment
  - H Enrolment Selection Guidelines
  - I Opportunities for Parent Involvement
  - J Parental Occupation Groups
  - K Fee Payment Options
- (Sections H-K are to be retained for your reference)

## A. FAMILY ENROLMENT AGREEMENT

### Student

As a student of Mount Lilydale Mercy College, I agree to participate in the Religious Education Program at the College and I promise to co-operate with my teachers by working hard and obeying the College Responsible Behaviour Policy\*.

I promise to support the educational program, including participation in overnight and other compulsory excursions, camps, sports days and special Feast days or days of celebration.

### Parents/Guardians

**In return for the education service provided by Mount Lilydale Mercy College, I/We agree:**

- To respect and support the College's Catholic Ethos, Religious Education and Faith Development programs including Religious Education lessons, the celebration of Mass and liturgies, daily prayer and involvement in Ministry witness and outreach.
- To reinforce College expectations and values at home, to support the College Responsible Behaviour Policy and to work in partnership with the staff to resolve any issue.
- To acknowledge and convey to staff, any special learning and/or behavioural needs of my child.
- To communicate openly with the Principal and Staff of the College about any issues or concerns that may arise and to assist their resolution. This includes any issues associated with any of the following conditions:
  - To support the educational program, including participation in overnight and other compulsory excursions (camps), sports days, special Feast days, etc. These activities are an essential part of the College program and exemption can only be granted in exceptional circumstances;
  - In the event of accident or illness to my child, to authorise the Principal or a staff member, where it is not practical to communicate with me, to obtain all necessary medical assistance, transportation or hospital accommodation, including the administration of an anaesthetic by a qualified medical practitioner, if deemed necessary, and to pay any expenses so incurred;
  - To attend Parent Information nights and Student Progress Interviews;
  - That the correct uniform – both regular and sport – will be worn in accordance with College guidelines. A note of explanation will be sent to the College if this Agreement cannot be kept for a short period;
  - To maintain an understanding of my child's progress throughout the year and to read the College Newsletter.
  - To our child being referred to the College Pastoral Counsellors when it is necessary to assist our child's welfare at school;
  - To assist the College in some voluntary capacity as the need arises.

- Ensure that all correspondence with College staff is undertaken in a polite and respectful manner.
- When attending the College for any reason during school hours; report to the administration office and sign in.
- Agree that we will not withdraw our child/ren from school for more than 2 consecutive days for a family holiday without the prearranged written permission of the College Principal.
- It is the College's understanding that students are enrolled until they complete Year 12. One term's notice in lieu of fees is required for the departure of a student from the College. I/We agree to discuss any proposed withdrawal of our child with the Deputy Principal or Principal prior to making a final decision. Should an exit be required attend an Exit Interview with our child.
- I/We have read and agreed to the conditions contained in the Standard Collection Notice.
- I/We realise that failure to comply with this Agreement could result in enrolment for the following year being reviewed by the College.
- I/We agree to complete the Re-enrolment process each year.

### School Fees

**As Parents/Guardians I/We agree:**

- To pay school fees and levies via an authorised College payment plan or by the quarterly due date as set by the College and accept any fee collection charges if required.
- To lodge a one off TAX DEDUCTIBLE BUILDING FUND DONATION of \$400; OR a NON TAX DEDUCTIBLE CAPITAL DEVELOPMENT LEVY OF \$300. (OR be a current holder of an eligible financially means tested Health Care/Pension Card for a NON TAX DEDUCTIBLE CAPITAL DEVELOPMENT LEVY OF \$150 provided a copy of the Card is provided with the Acceptance of Offer).
- To make contact with the Business Manager if our financial situation changes impacting our ability to make fee payments as above.
- In the event our child exits the college before the completion of Year 12 we agree to:
  - Return all property of the College including the return or payment of all electronic devices, accessories and library books.
  - Pay one terms fees in lieu of notice.

### Electronic Devices:

**As Parents/Guardians I/We understand and agree:**

- At Years 7-11 that enrolment at the College requires use of a College purchased portable learning device. The specification will be determined by the College and we understand that there is no option to bring your own device.

# MOUNT LILYDALE MERCY COLLEGE



To apply on-line please visit <https://enrol.mlmc.vic.edu.au>

APPLYING FOR YEAR LEVEL \_\_\_\_\_ IN THE YEAR OF 20\_\_\_\_

## B. STUDENT APPLICANT DETAILS (Please complete all details in BLOCK letters)


Surname	Given Names		
Preferred Name	Date of Birth	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Position in Family (child no.1, 2 etc.)			
Residential Address		Telephone	
Suburb	State	Postcode	
Current Year Level		Current School	
If applying to another Catholic school in Year 7 please list Schools including Mount Lilydale Mercy College in order of Preference			
1.		2.	
Reason for applying to Mount Lilydale Mercy College			

Please note this application will not be processed without a copy of the applicant's birth certificate. 

### POSTAL ADDRESS DETAILS if entered will be default for all communications

Address all mail to	Postal Address	
Suburb	State	Postcode

### CULTURAL INFORMATION

Nationality	Country of Birth	Country of Citizenship
Does your child have any ancestors who are <input type="checkbox"/> Aboriginal <input type="checkbox"/> Koori <input type="checkbox"/> Torres Strait Islander		
Language(s) Spoken	Has English been studied as a second language? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does your child have a current Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES Please attach a copy of the Applicants VISA and PASSPORT 		

### RELIGION / SACRAMENTAL INFORMATION

A Catholic is one who is baptised into the Catholic Church or has confirmed membership of the Catholic Church through the Sacraments of Reconciliation and/or Eucharist.

Religion	Current Parish	
Baptism Date	Reconciliation Date	Eucharist Date
Certificate/s attached <input type="checkbox"/> Yes <input type="checkbox"/> No		

## C. DECLARATION

**PLEASE NOTE:** Unless otherwise advised, it is assumed there is shared custody of the applicant. As such, both parent signatures would normally be required on the Enrolment Application Form. Please advise us if there are any circumstances that would prevent both parents signing the form.

I/We, the undersigned, understand and agree to the Family Enrolment Agreement and request that the above-named be registered for enrolment at Mount Lilydale Mercy College. I/We believe that the statements in this application are true in every particular and understand that the failure to provide correct information may result in the withdrawal of this application.

<div></div>	<div></div>	<div></div>
Father / Guardian Signature	Mother / Guardian Signature	Student Signature
Date	Date	Date

## D. FAMILY DETAILS (Please complete all sections)

### FATHER / GUARDIAN – Living at the Applicant's Residential Address

Title	Surname	<input type="checkbox"/> Father	<input type="checkbox"/> Guardian	<input type="checkbox"/> Stepfather	<input type="checkbox"/> Other
Given Names	Preferred Name				
Mobile Phone	Email				
Nationality	Country of Birth				
Religion	Languages spoken				
Occupation	Employer				
Business Phone	Business Email				

Occupation Group (Please refer to Section J for group descriptions) ☐ A ☐ B ☐ C ☐ D ☐ N

Highest Year Level completed

Highest Non-School Qualification completed (please tick)

☐ Bachelor Degree or higher ☐ Advanced Diploma or Diploma ☐ Certificates I to IV (includes Trade Cert) ☐ No Non-school Qualification

Is the Father / Guardian a past student of Mount Lilydale Mercy College ? ☐ Yes ☐ No If YES Level Year

### MOTHER / GUARDIAN – Living at the Applicant's Residential Address

Title	Surname	<input type="checkbox"/> Mother	<input type="checkbox"/> Guardian	<input type="checkbox"/> Stepmother	<input type="checkbox"/> Other
Given Names	Preferred Name				
Mobile Phone	Email				
Nationality	Country of Birth				
Religion	Languages spoken				
Occupation	Employer				
Business Phone	Business Email				

Occupation Group (Please refer to Section J For group descriptions) ☐ A ☐ B ☐ C ☐ D ☐ N

Highest Year Level completed

Highest Non-School Qualification completed (please tick)

☐ Bachelor Degree or higher ☐ Advanced Diploma or Diploma ☐ Certificates I to IV (includes Trade Cert) ☐ No Non-school Qualification

Is the Mother / Guardian a past student of Mount Lilydale Mercy College ? ☐ Yes ☐ No If YES Level Year

If YES to being a past student Mother / Guardian Maiden Name

### SIBLING DETAILS

Please provide names of immediate family members associated with Mount Lilydale Mercy College

Siblings currently attending the College	Siblings previously attended the College	Siblings enrolled to commence next year

Younger Siblings - Please list any younger siblings, their gender and their anticipated Year of Enrolment into Year 7 (eg.: 2020)

Name	<input type="checkbox"/> Male <input type="checkbox"/> Female	Year 7 Enrolment 20
Name	<input type="checkbox"/> Male <input type="checkbox"/> Female	Year 7 Enrolment 20
Name	<input type="checkbox"/> Male <input type="checkbox"/> Female	Year 7 Enrolment 20



## Parenting / Guardian Arrangements

To assist with working effectively with your child, it is necessary to have a clear understanding of the nature of the student's home. We therefore request that you complete the following as accurately as possible. Please be assured that we will treat this information sensitively.

Student Lives With:

- ☐ Both Parents Together ☐ Mother Only ☐ Father Only ☐ Joint Custody Arrangements ☐ Guardian / Carer  
☐ Other Arrangements (please provide details)

Who does the College communicate with for day-to-day matters?

- ☐ Mother ☐ Father ☐ Guardian

Who receives copies of correspondence from the College? (Please tick all that apply)

- ☐ Mother ☐ Father ☐ Guardian

If natural parents are not living together, please complete the section below. This is important information to help avoid confusion and possible embarrassment.

- ☐ Parents Separated ☐ Parents Divorced ☐ Father Deceased ☐ Father Remarried ☐ Mother Deceased ☐ Mother Remarried

Are there any Court Orders in place regarding the custody of the applicant? ☐ Yes ☐ No

If there are any parenting / court orders that apply to this student, please ensure that you provide a copy of these to the College. Please attach a current Court Order if applicable.



**Please be aware that we are only able to act upon orders of documentation provided to us. Any changes relating to custody details need to be made in writing and forwarded to the College.**

## PARENT / GUARDIAN – NOT living at the Applicant's Residential Address

Title	Surname	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> Guardian	<input type="checkbox"/> Other
Given Names		Preferred Name			
Mobile Phone		Email			
Residential Address					
Suburb		State		Postcode	
Postal Address					
Suburb		State		Postcode	
Nationality		Country of Birth			
Religion		Languages spoken			
Occupation		Employer			
Business Phone		Business Email			

Occupation Group (Please refer to Section J for group descriptions) ☐ A ☐ B ☐ C ☐ D ☐ N

Highest Year Level completed

Highest Non-School Qualification completed (please tick)

- ☐ Bachelor Degree or higher ☐ Advanced Diploma or Diploma ☐ Certificates I to IV (includes Trade Cert) ☐ No Non-school Qualification

Is the Parent / Guardian a past student of Mount Lilydale Mercy College ? ☐ Yes ☐ No If YES Level Year

If YES to being a past student, name while attending Mount Lilydale Mercy College

Please provide signature consenting to application

Date / /

## E. STUDENT EDUCATIONAL AND HEALTH INFORMATION


Please indicate if the applicant has any special needs and give details below, including information about support provided at the current school. If this enrolment is successful it is essential that the College be informed and made aware of any changes to these needs.

Does your child require any additional assistance with their learning? ☐ Yes ☐ No If YES please provide details below.

Does your child currently receive Government or LNSLN Funding? ☐ Yes ☐ No If YES please provide details below.

Please indicate if your child has any of the following: If YES to any of the following please provide supporting documentation. 

☐ ADD ☐ Aspergers ☐ Behavioural Issues ☐ Disability ☐ OCD  
☐ ADHD ☐ Autism ☐ Psychological Issues ☐ Special Needs ☐ Giftedness

Has your child been assessed by a speech therapist, occupational therapist, psychologist or other health professional? ☐ Yes ☐ No  
If YES please provide details below and attach the relevant report to this application. 

Does your child require any additional care due to health issues? ☐ Yes ☐ No If YES please provide details below.

## F. COLLEGE ARCHIVES AND DEVELOPMENT

Please provide names of relatives and their relation to the applicant who attended Mount Lilydale Mercy College not listed on this form.

Name (including Maiden Name) Alumni Year Relationship to Applicant

Phone Number Email

Do you have any old photos or documents that may be of interest to the College Archivist? ☐ Yes ☐ No

Name (including Maiden Name) Alumni Year Relationship to Applicant

Phone Number Email

Do you have any old photos or documents that may be of interest to the College Archivist? ☐ Yes ☐ No

## G. ENROLMENT APPLICATION PAYMENT

**THIS IS A NON-REFUNDABLE ENROLMENT FEE**

**Acceptance of payment does not constitute a guarantee of a place at Mount Lilydale Mercy College**

Enrolment fee of \$100.00 may be paid by ☐ Credit Card (Please indicate preferred payment method)

Please Debit my ☐ VISA ☐ Mastercard for the amount of \$100.00

Card No ..... / ..... / ..... / ..... Expiry Date ...../...../..... CSV .....

Name on Card Telephone

SIGNATURE

### OFFICE USE ONLY

Family Number:

Student Number:

Notes:

Receipt Number:

Receipt Date:

Amount:

## H. ENROLMENT SELECTION GUIDELINES

As a Catholic Secondary College within the Archdiocese of Melbourne, Mount Lilydale Mercy College operates primarily to serve Catholic families who wish to offer their children a Catholic secondary education in the Mercy tradition. As such, Enrolment Guidelines have been developed in accordance with the Catholic Education Office Melbourne (CEOM) and are outlined below:

### Catholic Students:

- Attending a Catholic school from Priority Parishes, including: Belgrave (Monbulk), Croydon, Healesville, Lilydale, Mooroolbark (Kilsyth, Montrose), Mount Evelyn and Warburton/Yarra Junction.
- With siblings currently attending or with parents who are old collegians or current staff members.
- In a Priority Parish NOT attending a Catholic school with full sacraments at the appropriate age level.

- From other Parishes attending a Catholic school.
- In a Priority Parish NOT attending a Catholic school with the sacrament of Baptism.

After places have been allocated to Catholic students, places are offered to non catholic students at the Principal's discretion, but generally according to the following guidelines:

- Members of Christian Orthodox Churches.
- Other Christian students attending a Catholic school for more than 2 years.
- Students with siblings currently attending or with parents who are old collegians or current staff members.
- Students attending a Catholic school for more than 2 years.
- Students who are members of Christian Churches and do not attend a Catholic School.
- Students NOT attending a Catholic school.

## I. OPPORTUNITIES FOR PARENT / GUARDIAN INVOLVEMENT

Mount Lilydale Mercy College welcomes parent involvement and assistance within our Community. Listed below are a number of ways you can become involved in the continuing education of your child.

### LITURGIES, AWARDS & PRESENTATIONS

Parents / Guardians are encouraged to join us at the opening school Liturgy, Award Ceremonies and Year Level Assemblies.

### ORGANISATIONAL SKILLS

This program runs from Years 7–12 to assist with day to day organisation and study skills.

### PLAY & MUSICAL

Parents / Guardians are encouraged to assist with tasks associated with these events.

### SPORTS DAYS

Parents / Guardians are invited to attend and/or assist with catering.

### MERCY DAY

This is one of the most important days in the College calendar as we celebrate our Mercy heritage and Parents / Guardians are welcome to assist on the day.

### TECHNOLOGY

Parents / Guardians are invited to support teachers in the areas of Textiles and Food classes in Year 7 and 8.

### WORK PLACEMENT FOR WORK EXPERIENCE

Parents/Guardians are invited to offer work placements for students undertaking work experience in Year 10.

### PARENTS and FRIENDS

Mount Lilydale Mercy College Parents and Friends Association provides many opportunities for Parent / Guardian involvement at the College. Hospitality is central to their mission and a variety of social and fundraising activities are held throughout the school year.

Please note that all volunteers at the College are required by law to complete a Working with Children Check.

### STANDARD COLLECTION NOTICE

1. Mount Lilydale Mercy 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 School. This may be in writing, through technology systems or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the School, Catholic Education Offices and Catholic Education Commissions (CEC) to meet educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School. 2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care. 3. Laws governing or relating to the operation of a School require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws. 4. Health information about students (which includes information about any disability defined by the Disability Discrimination Act 1992) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. The School may request medical reports about students from time to time and may otherwise collect sensitive information about students and their families. 5. If any personal information requested by the School is not provided, this may affect the School's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the School. 6. The School 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: \* School service providers such as the CEC, Catholic Education Offices, parish, school governing bodies and other dioceses; \* third party service providers that provide online educational and assessment support services or applications (e.g. Care Monkey, Consent2Go), or services in relation to school improvement surveys, which may include email and instant messaging; \* School systems, including Integrated Catholic Online Network (ICON), LEADING Lights and Google's G Suite including Gmail. Limited personal information, including student/individual learning plans, may be collected and processed or stored by these providers in connection with these services; \* CECs and Catholic Education Offices to discharge their responsibilities under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Ch) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students \* CECs to support the training of selected staff in the use of Schools' systems, such as ICON and LEADING Lights \* another school to facilitate the transfer of a student; \* schools offering co-instruction \* Federal and State government departments and agencies acting on behalf of the government eg for audit purposes; \* health service providers and people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors and providers of learning and assessment tools; \* assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority (ACARA) \* people providing administrative and financial services to the School \* anyone you authorise the School to disclose information to; and \* anyone to whom we are required or authorised to disclose the information to by law, including under child protection laws. 7. The School is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Ch) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. The School provides the required information at an individual student level to the Catholic Education Offices and the CEC, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student. 8. Personal information collected from students is regularly disclosed to their parents or guardians. 9. If you make an enrolment application to another school, personal information including health information provided during the application stage may be collected from, or shared with, the other school. 10. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve 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 based server of a provider, and may be situated outside Australia. Further information about the School's use of an online or 'cloud' service providers is contained in the School's Privacy Policy. 11. The School's Privacy Policy, accessible on the School's website, sets out how parents or students may seek access to and correction of their personal information which the School 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, where access may result in a breach of the School's duty of care to the student, where students have provided information in confidence or where the School is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons). 12. The School makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services and will endeavour to ensure it will be located in countries with substantially similar protections as the APPs. 13. When the School uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) of pupils, parents or guardians may be transferred, stored and processed by Google in the United States, or any other country through which Google provides these services or where it processes and stores information. This personal information will be stored and processed by Google in accordance with Google's terms and conditions stated in the G-Suite for Education Agreement which the School entered into with Google. 14. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CEC for educational and administrative purposes, it may be stored on servers located within or outside Australia. 15. School personnel and the School's service providers, and the CECs and their service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the ICON and LEADING Lights systems and ensuring their proper use. 16. The School may disclose limited personal information to the School parish to facilitate religious and sacramental programs. 17. The School's Privacy Policy is accessible via the School's website, newsletter, handbook, or from the School office. The 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, 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 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. 18. The School's Privacy Policy also sets out how parents, guardians, students and their families can make a complaint if they believe the School has interfered with their privacy and how the complaint will be handled. 19. The School may 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. 20. On occasions information such as academic and sporting achievements, student activities and similar news is published in School and Mercy Education newsletters and magazines, on our intranet and on the School website or Mercy Education website. This may include photographs and videos of student activities such as sporting events, school camps and excursions. The School will obtain permissions annually or for a specific purpose from the student's parent or guardian (and from the student if appropriate) prior to publication if we would like to include such photographs or videos (or other identifying material) in our promotional material or otherwise make this material available to the public such as on the internet. The School may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the School unless the School is notified otherwise. Annually, the School will remind parents and guardians to notify the School if they wish to vary the permissions previously provided. We may include student's and parents' contact details in a class list and School directory. 21. If a School has implemented surveillance systems, including CCTV or monitoring of computer systems, networks and facilities, people interacting with the School or using those systems may be monitored. If a person is being monitored, even through their computer use, personal information may be collected. 22. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the School and why. Also, that they can request access to and correction of that information if they wish and to refer them to the School's Privacy Policy for further details about such requests and how the School otherwise handles personal information it collects and complaints it receives.

## J. PARENT OCCUPATION GROUPS As specified by Department of Education, Employment and Workplace Relations

### GROUP A

**Senior management in large business organisations, government administration and defence and qualified professionals**

- Senior Executive / Manager / Department Head in industry, commerce, media or other large organisation
- Public Service Manager (Section head or above) [e.g.: regional director, health / education / police / fire services administrator]
- Other administrator – school principal, faculty head / dean library / museum / gallery director, research facility director
- Defence Forces Commissioned Officer
- 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, Education, Law, Social Welfare, Engineering, Science, Computing professional
- Business management, business analyst, accountant, auditor, policy analyst, actuary or valuer
- Air/sea transport – aircraft, ship's captain, officer, pilot, flight officer, flying instructor, air traffic controller

### GROUP B

**Other business managers, arts / media, sports persons and associate professionals**

- Owner / manager of farm, construction, import / export, wholesale, manufacturing, transport, real estate business
- Specialist Manager – finance, engineering, production, personnel, industrial relations, sales, marketing
- Financial Services Manager (bank branch manager, finance / investment / insurance broker, credit / loans officer)
- Retail sales / Services manager (shop, petrol station, restaurant, club, hotel / motel, cinema, theatre, agency)
- Arts / Media / Sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman / woman, coach, trainer, sports official)
- Associate Professionals – generally have diploma / technical qualifications and support managers and professionals
- Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Associate professional
- Business / administration (recruitment / employment / industrial relations / training officer, marketing / advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager)
- Defence Forces senior Non-Commissioned Officer

### GROUP C

**Tradesmen / women, clerks and skilled office, sales and service staff**

- Tradesmen / women generally have completed a 4 year trade certificate, usually by apprenticeship. All tradesmen / women are included in this group
- Clerks (bookkeeper, bank / PO clerk, statistical / actuarial clerk, accounting / claims / audit clerk, payroll clerk, recording / registry / filing clerk, betting clerk, stores / inventory clerk, purchasing / order clerk, freight / transport / shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- Skilled office sales and service staff
- Office (secretary, personal assistant, desktop publishing operator, switchboard operator)
- Sales (company sales representative, auctioneer, insurance agent / assessor / loss adjuster, market researcher)
- Service (aged / disabled / refuge / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer, supervisor)

### GROUP D

**Machine operators, hospitality staff, assistance, labourers and related workers**

- Drivers, mobile plant, production / processing machinery and other machinery operators
- Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper)
- Office assistants, sales assistant and other assistant
- Office (typist, word processing / data entry / business machine operator, receptionist, office assistant)
- Sales (sales assistance, motor vehicle / caravan parts salesperson, checkout operator, cashier, bus / train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)
- Assistant / aide (trades' assistant, school / teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper, salon assistant, animal attendant)
- Labourers and related workers
- Defence Forces – ranks below senior NCO not included above, 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, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

### GROUP N

**Not in paid work in the last 12 months**

## K. FEE PAYMENT

Mount Lilydale Mercy College offers a quality Catholic Education including outstanding teaching and excellent facilities. In line with Mercy tradition, school fees have been maintained with affordability a major consideration. The school fee structure is detailed separately in the Prospectus.

### Payment Methods

The College offers payment plans including weekly, fortnightly, monthly & quarterly automatic Direct Debits and monthly or quarterly Credit Card deductions. Other payment terms may be accepted upon application to the Business Manager. Failure to pay fees in full by the due dates or make suitable arrangements for payment, will instigate recovery action by the College.

### Accounts

An Annual Notification of Fees will be issued in December. Fee Statements will be issued late January indicating payment option and deduction amounts.

### Change in Circumstances

If financial hardship prevents payment of fees by the due date, contact must be made with the Business Manager to discuss your circumstances and/or options for assistance to avoid overdue accounts being sent to an external collection agency.