**2024 STUDENT ENROLMENT FORM**

1 Nemarluk Drive, Ludmilla, NT, 0820

Phone: 8997 7000

Email: dlc.nt@education.nt.gov.au

Website: [www.darwinlanguagescentre.nt.edu.au](http://www.darwinlanguagescentre.nt.edu.au) **Please complete a separate form for each child**

**CLASS TIMES: 4:00pm – 6:00pm (Mon-Wed) 10:00am – 12:30pm (Sat)**

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| **LANGUAGE CLASS** |
| Please check with our office for details of our classes and the days available.Please select the language or languages your child would like to learn and the day they will be attending.  |
| **LANGUAGE 1:** | **DAY:** | **LANGUAGE 2:** | **DAY:** |
| **STUDENT DETAILS** |
| **GIVEN NAME:** |  | **SURNAME:** |  |
| **DATE OF BIRTH:** |  | **GENDER:** | **MALE** | **☐** | **FEMALE** | **☐** |
| **RESIDENTIAL ADDRESS:****POST CODE:** |  | **TELEPHONE NO:** |  |
|  |  | **EMAIL ADDRESS:** |  |
| **CURRENT SCHOOL:** |  | **YEAR LEVEL:** |  |
| **DOES YOUR CHILD HAVE ANY SIBLINGS AT DLC?** | **YES** | **☐** | **NO** | **☐** | **NAMES OF SIBLINGS:** |  |
| **LANGUAGE SKILLS** |
| **Has your child learnt the target language previously?** | **YES** |[ ]  **NO** |[ ]
| **At which institution / school?** |  |
| **If yes, how long have they been learning?** | **Number of Years:** |  | **Number of Months:** |  |
| **Does your child speak the target language at home?** | **YES** |[ ]  **NO** |[ ]
| **Does your child write in the target language?** | **YES** |[ ]  **NO** |[ ]
| **PARENT / EMERGENCY CONTACT INFORMATION** |
| **CARER 1 – MOTHER/FATHER/GUARDIAN** | **CARER 2 – MOTHER/FATHER/GUARDIAN** |
| **MR** |[ ]  **MRS** |[ ]  **MISS** |[ ]  **MS** |[ ]  **OTH** |[ ]  **MR** |[ ]  **MRS** |[ ]  **MISS** |[ ]  **MS** |[ ]  **OTH** |[ ]
| **GIVEN NAME:** |  | **GIVEN NAME:** |  |
| **SURNAME:** |  | **SURNAME:** |  |
| **RELATIONSHIP TO STUDENT:** |  | **RELATIONSHIP TO STUDENT:** |  |
| **MOBILE PHONE NUMBER:** |  | **MOBILE PHONE NUMBER:** |  |
| **WORK PHONE NUMBER:** |  | **WORK PHONE NUMBER:** |  |
| **E-MAIL ADDRESS:** |  | **E-MAIL ADDRESS:** |  |
| **ALTERNATIVE EMERGENCY CONTACTS**  |
| **GIVEN NAME:** |  | **SURNAME:** |  |
| **RELATIONSHIP TO STUDENT:** |  | **CONTACT NUMBER:** |  |
| **COOKING PERMISSION** |
| **I give permission for my child to participate in cooking lessons** | **YES** |[ ]  **NO** |[ ]
| **ALLERGIES/INTOLERANCE** |
| **Please advise us of any allergies or intolerances your child may have:** |  |
| **EMERGENCY MEDICAL INFORMATION** |
| **Permission to call an ambulance** | **YES** |[ ]  **NO** |[ ]
| **Permission to call a doctor** | **YES** |[ ]  **NO** |[ ]
| **Permission to administer First Aid** | **YES** |[ ]  **NO** |[ ]
| **MEDICAL CONDITIONS** |
| **Asthma** | **YES** |[ ]  **NO** |[ ]  **Diabetes** | **YES** |[ ]  **NO** |[ ]
| **Epilepsy** | **YES** |[ ]  **NO** |[ ]  **Other Allergies** | **YES** |[ ]  **NO** |[ ]
| **Please give further details of any other medical conditions:** |
| **SPECIAL NEEDS / ADJUSTMENTS** |
| **Does your child have any special needs or currently have an Education Adjustment Plan?** | **YES** |[ ]  **NO** |[ ]
| **Please give further details of any adjustments that are required, so that we can support your child’s learning:** |
| **NATIONALITY / INDIGENOUS STATUS** |
| **Country of Birth** |  | **Nationality** |  |
| **Australian Citizen / Permanent Resident** | **YES** |[ ]  **NO** |[ ]
| **Neither Aboriginal nor Torres Strait Islander** | **YES** |[ ]  **NO** |[ ]
| **Both Aboriginal and Torres Strait Islander**   | **YES** |[ ]  **NO** |[ ]
| **Aboriginal but not Torres Strait Islander**   | **YES** |[ ]  **NO** |[ ]
| **Torres Strait Islander but not Aboriginal**   | **YES** |[ ]  **NO** |[ ]
| **SCHOOL BUS COLLECTION / BBQ (ONLY AVAILABLE FOR CLASSES MONDAY TO WEDNESDAY – NOT SATURDAY)** |
| **Bus - $7.50 per day (Please ask the office about which schools we collect from)** | **YES** |[ ]  **NO** |[ ]
| **BBQ – Sausage and Fruit Drink - $3.50 per day/per child** | **YES** |[ ]  **NO** |[ ]
| **BBQ – Sausage only - $2.50 per day/per child** | **YES** |[ ]  **NO** |[ ]
| **BBQ – Fruit Drink only - $1.00 per day/per child** | **YES** |[ ]  **NO** |[ ]
| **PLEASE COMPLETE A BUS CONSENT FORM IF YOU REQUIRE THE BUS SERVICE**We will be unable to collect your child unless you have completed the consent form. |
| **TERM FEES** |
| **$180.00 per student, per term, per language. Bus: $7.50 each week paid by term. BBQ choice to be paid by term.****Sport Vouchers are accepted for term fee payments only. Please check the expiry date!****PAYMENT**: Payment can be made in person at Darwin Languages Centre using, cash, cheque, credit card or EFTPOS:Darwin Languages Centre: **BSB 035306** – **Account 280383** – **REFERENCE**: Your child’s surname / Invoice numberCredit Card: VISA or Mastercard - Please pay over the counter or by phoning 8997 7000. |
| **REFUNDS POLICY** |
| If you choose to withdraw your child/children once they have commenced classes for the term, Darwin Languages Centre cannot offer a refund. In the event of an accident or serious illness, an application may be made to transfer the payment to the following term/year. A full refund will be offered if a class ceases to operate**.****\*Please read our Fees Policy for full details** |
| **MEDIA CONSENT** |
| By signing this document, you give Darwin Languages Centre (DLC) permission to use works created by your child(ren) in the course of their studies. It also gives permission for Darwin Languages Centre to use audio and visual recordings of students in publications, communications and media generally.1. During the course of my studies with Darwin Languages Centre I may produce works that create intellectual property rights, for example, copyright. These works may form part of my academic assessment or my studies generally.
2. These works might include my written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, computer programs, web sites, sculptures, fashion or costume, metal or wood works or any other works I create.
3. Darwin Languages Centre may record sound and/or vision of me and my works whilst I am at school or taking part in school‑related activities or performances.
4. Darwin Languages Centre understands that I own the intellectual property rights in my works, and that this Consent Form is not meant to transfer my ownership.
5. I give permission to Darwin Languages Centre to use my works or my sound/vision, in publications and communications, such as; newsletters and displays.
6. I understand that should I choose to withdraw my permission, I can only do so by notifying Darwin Languages Centre in writing, and understand that my withdrawal of permission is not retrospective.
7. I understand that by giving this permission, Darwin Languages Centre can use my works, my sound and/or my vision in any way it chooses, for the purposes described above. It may be reproduced in any form, in whole or in part, and distributed by any medium including but not limited to Intranet, Internet, CD, DVD, social media, or other multimedia uses.
8. I understand that I will not be paid by Darwin Languages Centre for giving this permission or for the use of my works, sound or vision.
9. Wherever possible, the Northern Territory of Australia will remain sensitive to and understanding of cultural, family and personal sensitivities.
 |
| **I agree that my child’s photograph or images of their work can be used on the Darwin Languages Centre social media platforms such as Facebook or the school website** | **YES** |[ ]  **NO** |[ ]
| **I agree that my child’s photograph or images of their work can be used in the Darwin Languages Centre Termly Newsletter** | **YES** |[ ]  **NO** |[ ]
| **I agree that my child’s photograph or images of their work can be used and displayed around the Darwin Languages Centre school site** | **YES** |[ ]  **NO** |[ ]

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| **PG MOVIE PERMISSION** |
| By signing this document, you give your child permission to view movies or footage classified PG (Parental Guidance), which are carefully selected and supervised by staff and teachers at Darwin Languages Centre. This may include films to supplement your child’s language learning, as well as the films that we supervise after the school pickup service (for students between 3pm – 3:30pm only). Often these movies are rated G (General), however may include some popular titles rated PG, such as: The Incredibles, Moana, Up, Tangled, Despicable Me, etc.If you do not agree for your child to watch supervised PG movies, they will be provided with an alternative activity. |
| **I agree that my child’s can watch PG rated movies.** | **YES** |[ ]  **NO** |[ ]

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| **DECLARATION** |
| **I confirm that I have read, understand, and agree to the Fees Policy** | **YES** |[ ]  **NO** |[ ]
| **I confirm I have read and completed the Media Consent section** | **YES** |[ ]  **NO** |[ ]
| **I confirm I have read and completed the PG Movie Permission section** | **YES** |[ ]  **NO** |[ ]
| **I have completed a Bus Consent Form (for those students taking the bus collection service)** | **YES** |[ ]  **N/A** |[ ]
| **Name of person enrolling (Please print)** |  |
| **Relationship to student (Mother/Father/Other)** |  |
| **Signature** |  | **Date** |  |

**We look forward to welcoming you to Darwin Languages Centre**





**FEES POLICY**

**TERMS AND CONDITIONS**

**Please ensure you have read this policy before you sign your child’s enrolment form.**

The Darwin Languages Centre is committed to ensuring that every student achieves their language learning goals. To help us with this, there are a few terms and conditions regarding fees and charges that are required so that we can run the Centre successfully.

If you would like to discuss them further or have any other questions about how we operate please contact us on: (08) 8997 7000

**Why are fees charged for your child to attend after school programs?**

Parent/guardian fees guarantee your child a place in class, and help to attract and maintain experienced and highly talented teaching staff.

**Payment of Fees**

* Where children are already attending a class and will be continuing, parents / guardians are required to pay fees within 7 days of receipt of the invoice.
* For new students, fees are required to be paid within 7 days of receipt of the invoice.
* Bus and BBQ fees are payable prior to the start of each new term (if participating). For existing bus students to keep their place on the bus, we require payment prior to the start of each term.
* Families are encouraged to use the NT Sports Vouchers to help pay for term fees only.
* Failure to pay the fees and charges by the start of each term may result in your child’s discontinued enrolment from classes until the account has been settled.

**Payment Methods**

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| --- | --- |
|  | Fees may be paid in person at Darwin Languages Centre using cash, or EFTPOS credit card (VISA or MasterCard)  |
|  | Direct Deposit: Darwin Languages Centre: **BSB 035306 - Account 280383 – Reference =** Invoice number, your child’s first initial and surname |
|  | Phone payment: 8997 7000 |
| http://static.wixstatic.com/media/83d48c_9c7ee08479a646a6a9848f77339a0ab8~mv2.jpg_srz_959_554_85_22_0.50_1.20_0.00_jpg_srz | Sport Vouchers (issued twice per year - follow the link below)[**https://nt.gov.au/leisure/sport/sport-and-swim-vouchers/sport-voucher-scheme-urban/get-sport-vouchers-for-your-child**](https://nt.gov.au/leisure/sport/sport-and-swim-vouchers/sport-voucher-scheme-urban/get-sport-vouchers-for-your-child) |

**Unpaid Fees**

* An email reminder notice will be issued during each week of term for any outstanding fees.
* If payment has not been finalised within three weeks, we will be required to discontinue your child’s placement at the Centre. You will receive a final written notice informing you of our decision.

**Financial Difficulties**

* Our Centre recognises that from time to time we can all find ourselves in financial difficulty. If you are experiencing difficulties, please come and talk with us as a suitable payment plan may be arranged with authorisation of the Darwin Languages Centre Principal. This will be reviewed on a case by case basis.

**Darwin Languages Fees Schedule**

* Darwin Languages Centre fees per school term, per language are $180.00, unless otherwise stated.
* Fees are based on a term rate not a week by week rate (no pro-rata) unless otherwise stated.

**Optional extras** (adjusted for public holidays, no pro-rata)

* After school transport service to Darwin Languages Centre (if available) is $7.50 per week subject to public holidays.
* One sausage in bread with sauce and a Popper is $3.50 per week.

**Please note:** Bus & BBQ payments must be paid within the first week of term or upon enrolment.

**Refund of Fees**

* If you choose to withdraw your child / children once they have commenced classes for the term, Darwin Languages Centre will not offer a refund.
* In the event of an accident or serious illness, application may be made to transfer the payment to the following term/year.
* If classes are cancelled, you will be notified of any cancellations and your paid fees will be refunded from the date of cancellation.

**Parent/Guardian Acknowledgement**

**On signing the student enrolment form you accept that:**

* The information above that has been provided to you by the Darwin Languages Centre.
* That the fees for your child/children’s enrolment at Darwin Languages Centre are paid within 7 days of receiving an invoice.
* Darwin Languages Centre will advise you three weeks after the term commences if fees are overdue.
* You understand that your child’s/children’s place may be discontinued as a result of unpaid term fees.