



St Kevin's College

Application for Admission

Student Details

Full Name:			Gender:	M ☐	F ☐
Date of Birth:		Country of Birth:			
Ethnicity:		Iwi: (if NZ Maori)			
Was student born in NZ?	Yes ☐	No ☐	If No, student's arrival date in NZ?	____ / ____ / ____	
Is English your first Language?	Yes ☐	No ☐	If no, what Language is spoken at home?		
Year of entry:	20.....	9 ☐	10 ☐	11 ☐	12 ☐
Day Roll ☐	Boarder Roll ☐	With whom does the student reside?			
Current School:					
Previous Family House Allegiance:	Clancy ☐	Magee ☐	Treacy ☐	Whyte ☐	
Siblings currently or previously enrolled at St Kevin's College:	Name/s:				
Student's Cell Phone number:					

Caregiver 1 Details

Full/Preferred Name:			Mr / Mrs / Ms / Miss
Nationality:		Occupation:	
Address including Postcode:			
Home Phone:		Work Phone:	
Cell Phone:			
Email:			

Caregiver 2 Details

Full/Preferred Name:			Mr / Mrs / Ms / Miss
Nationality:		Occupation:	
Address including Postcode:			
Home Phone:		Work Phone:	
Cell Phone:			
Email:			

Alternative / Emergency Contact Details

Preferred first point of contact:	Yes ☐	No ☐
Full Name:	Mr / Mrs / Ms / Miss	
Relationship to student:		
Cell / Home Phone number:		

Medical Information

School may administer pain relief	Yes ☐	No ☐
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Does the student have any medical or special needs (including learning needs) which the school should be informed about? If so, please provide details:

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Doctors Name:		Phone:	
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Address:			
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Dentist:		Phone:	
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Address:			
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Does the student take regular medication or use medication for allergic reactions? If so, please provide details:

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Does the student have High Needs health or O.R.S funding?	Yes ☐ No ☐
Has the student had any support from any agencies? For example RTLB support, Oranga Tamariki, Police, Health Services, Ministry of Education? If so, please provide details:	
<i>Please note: If your student has received assessments from specialists, it aids curriculum delivery and Pastoral Care if these are provided.</i>	

Offer of Place:

Office Use Only	Name:		Signature:	
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Sponsoring a Student

Sponsoring a student into the Catholic school system is not only an opportunity to help provide a young person with a quality education but it is a chance for that teen to experience the love, peace and richness of the Catholic faith.

As a sponsor, it is your role to ensure that you are there to guide students in any questions they may have about the faith, to share your understanding of faith with them and to set an example for them of a person whose values are guided by the love of Jesus Christ. This means setting an example of Christian living which is focussed on building the kingdom of God on earth through compassion for others, environmental concern and sustainability, tolerance and hope. It means supporting and upholding the school values of Family, Integrity, Respect and Excellence and living these values in our parish community.

St Kevin's College – Day Student Agreement

Interpretation: I/We means the Parents(s) / Caregiver(s) entering into this Agreement.

Permissions

Class Photographs / Videos / Marketing and Promotion / Publications

We consent to St Kevin's College taking and publishing photographs and/or videos of our son/daughter for use in St Kevin's College websites and online publications/ local newspapers and other publications which may arise from time to time. We are aware that the publications will be made available to the public or maybe used in a photographic display at educational and marketing events, prospectus and brochures. We acknowledge that photographs and /or videos are required from time to time for the professional development of staff, student assessment and assessment moderation.

If you have any questions as to how the College will use the photograph and/or video please contact the Principal.

Responsible Use of Technology

We consent to our son/ daughter using all aspects of technology at St Kevin's College. This includes, but is not limited to internet, cellphones and video conferencing facilities. We understand that the campus is covered by electronic surveillance and that all technology is subject to policies, procedures and expectations as made explicit by the Board of Trustees, which are available on the College website and from the College office.

Education Outside the Classroom – Blanket Consent

Throughout the academic year there are many opportunities for students at St Kevin's College to participate in a wide range of sports and outdoor activities. Due to our location we often have to travel and at times stay overnight.

We understand that there are always some risks associated with any activity or event our son/daughter may be involved in while attending St Kevin's College. These can be broadly categorised into Lower, Medium and Higher Risk Activities.

- *Lower Risk Activities include local field trips, sports practices for the regular codes and cultural trips such as the 'Big Sing' and musical practices.*
- *Medium Risk Activities include Geography and Biology Field Trips, Ski Trips, Kayak Skills Activities and overnight Retreats.*
- *Higher Risk Activities include School Camps and Adventure Sports activities.*

For lower risk activities that are signed off by the Deputy Principal, we give our permission for our son/daughter to participate without requiring any further permission. This permission is given on the understanding that all reasonable safety measures will be put in place before, during and after any event our son/daughter is involved in and that school rules will apply. We also understand we have the right to contact the College to further discuss an activity or event to ensure we are comfortable with the procedures that have been put in place.

We understand that notification of associated costs and event details will be available before each event and that any special medical conditions will be identified and every possible step to address the individual needs of the enrolling student during the event will be made.

We agree to using the e-Permissions portal as legally binding way of giving our informed consent for participation remotely. We will keep school passwords confidential and inform the school office immediately if compromised.

Attendance Dues

We agree to pay the Attendance Dues as a condition of enrolment. These are allowed for in the Private Schools Conditional Integration Act 1975 (commonly referred to as the Integration Act). They are not tax deductible.

Attendance dues are used to: insure the school buildings, service and pay off loans taken out to provide those buildings originally, provide any capital improvement required by the Minister.

Attendance dues are paid directly to the Proprietor of St Kevin's College.

In cases of financial hardships the right to waive the Attendance Dues has been delegated to the Principal.

In signing this document you agree you are jointly/severally liable for the payment of Attendance Dues for St Kevin's College to the Roman Catholic Bishop of Dunedin.

Testing for Barriers to Learning, Diagnostic, Milestone & Formative Testing
<i>We agree to allow Support Staff to test our student where / when necessary.</i>
Privacy Act
<i>We acknowledge that the personal information we have supplied on the enrolment form is being collected to assist the College in assessing this application for enrolment and if successful, providing pastoral care and education for the student being enrolled. We give our permission for the Dean or administration staff to make any further enquiries deemed necessary for a successful enrolment.</i> <i>The College is authorised to pass this information to other schools, educational or governmental authorities when required for the legitimate use of those authorities. Similarly, the College is authorised to obtain whatever personal information it legitimately requires regarding the enrolling student from their present or previous school(s).</i> <i>Note: Contact details on this form are required by law to be forwarded to the Ministry of Social Development. This is so at risk young people can be identified and offered support by organisations contracted to help re-engage young people in education or training when they leave school.</i>
Uniform
<i>We agree to ensure that the enrolled student follows the College uniform, grooming and presentation codes.</i>

Student Declaration Statement

I, _____ have read, understood and agree to follow the school values and cyber safety procedures of the college. As a St Kevin's College student, I agree to represent the College Family with Integrity and Respect and to strive for excellence in all I do. Student's Signature: _____ Date: _____
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Parent / Guardian Declaration Statement

<i>As Parents/Guardians we fully support the Catholic Special Character of St Kevin's College and as such will make every endeavour to attend School Functions, Masses and Liturgies. We understand that student participation at school Mass/Liturgies and Religious Education classes is compulsory and is a condition of enrolment.</i> <i>I/we acknowledge that I/we have made a full and frank disclosure of all required and relevant information in this Application. We are aware that failure to make full and frank disclosure may result in the cancellation of this application and/or cancellation of a student's enrolment.</i> <i>I/we will ensure that my son/daughter will abide by the uniform requirements and the school regulations in order to uphold the Special Character of St Kevin's College.</i> <i>I/we will be happy to contribute where we can in belonging to the community of St Kevin's College.</i> <i>I/we also acknowledge that I am liable (I/we are jointly and severally liable) for all fees invoices for the above student's College (College and Hostel) account.</i>

Parent/Guardian Name			
Signature		Date	

Parent/Guardian Name			
Signature		Date	

St Kevin's College – Hostel Trust Boarding Agreement

I /we _____ and _____
(insert full legal names of all parents / caregivers)

acknowledge acceptance of my/our child

_____ (insert full legal name of child)

as a boarder at the St Kevin's College Hostel (*hereinafter referred to as "the Hostel"*) operated by St Kevin's Hostel Trust (*hereinafter referred to as "the Hostel Trust"*).

I / we agree that this Agreement will remain in force for the duration of my child's stay as a boarder at the Hostel.

I / we as parent(s) or guardian(s) agree to the following terms and conditions:

1. I / we agree that our/my child will be subject to all the rules, regulations and procedures pertaining to the Hostel. In the event of my/our child breaching any of the rules regulations and procedures of the Hostel, the Hostel Trust shall be entitled to terminate this boarding agreement by giving me/us written notice effective immediately. In the exercise of any termination the Board shall observe the disciplinary policies and procedures specified in the Hostel discipline policy/procedures from time to time. I/We agree that no part of the fees already due and/or paid in respect of the term in which the exclusion occurs shall be refunded or deducted from the sum that I / we are liable to pay.
2. I / we may withdraw my/our child from the Hostel at any time during the year. I/we acknowledge our responsibility to give the Hostel Trust at least 10 weeks notice in writing of my/our intention to withdraw my/our child, or to pay ten weeks boarding fees in lieu of such notice. I/we understand that the Hostel Trust may consider an application for reduction of such notice period or of payment in lieu of notice in certain circumstances. I/we accept that the Hostel Trust's decision in this regard is at its absolute discretion and that such a decision shall be final. I/we are aware that if we choose to withdraw my/our student from the Hostel, it will be necessary for me/us to re-apply to St Kevin's College for a day-enrolment. Acceptance as a day student will be dependent on spaces being available, and this cannot be guaranteed.
3. I / we acknowledge that no allowance of fees will be made for the absence of my/our child from the Hostel at any time during the year, but that the Hostel Trust may consider special circumstances at its absolute discretion.
4. I / we understand that the amount of the boarding fees payable will be reviewed from time to time by the Hostel Trust. Written advice of fee changes will be sent to me/us at least three months before any amended sums are invoiced.
5. I / we agree that the Hostel Trust may vary the frequency, amount, and acceptable method(s) of payment of fees at its discretion. Written advice of such variation(s) will be sent to me/us at least three months before any variation is implemented.
6. I / we agree that boarding fees and incidental bus / transport costs will be charged and invoiced to me/us in three instalments, and that I/we are jointly and severally liable for payment of the fees and any additional costs and charges. I/we acknowledge that payment is due on or before 20th of the month following the date of the invoice. In the event of such boarding fees not being paid in full within 14 days of being advised in writing of the outstanding fees, the Board will be entitled to terminate this contract by giving me/us written notice effective immediately. I/we agree that the Hostel Trust may charge interest on any overdue sum at a rate of 18% per annum, plus any legal and/or debt collection fees, charges and costs incurred by the Hostel Trust in collection of any debt.
I / we agree that the Hostel Trust may, at its absolute discretion, require payment in advance for boarding fees.
7. The options of direct credit or direct debit are available on application, but not as of right. The Hostel Trust may at its absolute discretion refuse to accept any payment arrangement other than as described under clauses 5 or 6 above.
8. I / we agree that it is my/our responsibility to arrange for the awarding and payment of any Bursaries, Scholarships, or like funding to the Hostel Trust. I/we acknowledge that the primary liability for payment of all fees is mine/ours, and that my/our liability is not reduced unless and until such Bursaries, Scholarships or like funding is received by the Hostel Trust.
9. Upon acceptance of the offer of a place at the St Kevin's Hostel for our/my child, I/we agree to make a payment of a \$500 deposit to secure their place at the hostel. This payment will be credited to the students' family bond, or it will be credited to your account

if the family bond has already been paid for a sibling of the newly enrolled student, once the student commences their time at the hostel.

10. I / we agree that this payment of \$500 will not be refunded if for whatever reason our/my son/daughter does not take up their place at the hostel.
11. I / we acknowledge that the family bond of \$500 will be retained by the Hostel Trust Board until my last child leaves the Hostel. The Board reserves the right to use this bond to recover any costs relating to damage caused by our/my child or to repay or reduce sums outstanding on my/our account.
12. I / we acknowledge that on acceptance of an offer of place to the hostel for my son/daughter who is a student joining the hostel later than the year 9 initial intake at the start of the school year there will be an admission fee required to be paid before entry to the hostel. This admission fee is set at \$500.
13. I / we acknowledge that whilst my/our child remains in the care, custody and control of the Hostel Trust, represented by the Director of Boarding and/or staff member(s) duly delegated by the Director of Boarding on that behalf, such Director or staff member(s) are entitled to act *in loco parentis* to my/our child. I acknowledge and understand this to mean that the Director or staff member(s) duly delegated can make decisions relating to the duty to make provision for my/our child both in relation to welfare and physical and emotional needs. The Director and/or staff member(s) will use best endeavours to communicate, as is reasonably appropriate and necessary in the circumstances, with me/us in relation to the exercise of any such powers.
14. I / we acknowledge receipt of a St Kevin's College Hostel Handbook and details of the Hostel Fees payment procedures. I/we undertake to read these documents and to ensure that my/our child is aware of and understands all matters in those documents pertaining to or relevant to him/her. I/we further acknowledge and agree that during the term of my/our child's residence at the Hostel, the Hostel Trust may at its absolute discretion vary the Policies, rules, regulations and procedures pertaining to the operation of the Hostel.
15. I /we, the undersigned, agree to pay the Hostel Fees as set by the St Kevin's College Hostel Trust in three instalments as per the invoice schedule or as negotiated by the Director of Boarding.
16. If an account is not paid within one month of due date, it may be passed onto Baycorp – a debt resolution specialist. Should we use Baycorp, as per our terms of trade, you will be liable for any collection costs incurred and/or commission fee charges plus GST of the total amount.

Parent/Guardian Name			
Signature		Date	
Parent/Guardian Name			
Signature		Date	

Student Statement of Commitment / Hostel Code of Conduct

By Signing below, students agree to the following:

As a member of the St Kevin's College Hostel I support the FIRE values of Family, Integrity, Respect and Excellence in all aspects of Hostel life. I will treat myself, others and the hostel environment with respect and strive to make a positive contribution to the life of the hostel. When and if things go wrong, I will take ownership for my role by repairing the harm and putting things right. I will support restorative processes and will commit to their outcomes. I understand that if I do not demonstrate the FIRE values of the Hostel then further steps may be taken.

Student Signature		Date	
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Signed for and on behalf of the **St Kevin's College Hostel Trust**
Principal _____

Date _____

Director of Boarding _____

Date _____

Child Protection Policy Summary for Enrolment

Immediate Risk

- In the event a student is deemed to be at immediate risk of harm, the College reserves the right to contact the New Zealand Police or Oranga Tamariki for guidance and intervention.
- Should a student be identified as being at immediate risk, the College will implement measures to ensure that the individual of concern is denied further unsupervised contact with the student.
- The Principal holds the ultimate responsibility as the Child Protection Lead for the College and may delegate specific duties to other trained staff members.

Reporting Disclosures

- All student disclosures of harm will be treated with seriousness and credibility.
- Disclosures will be acted upon with the appropriate response, which may necessitate the involvement of external child protection agencies.
- In accordance with section 16 of the Oranga Tamariki Act, designated Child Protection Leads are authorised to consult with other relevant agencies regarding a child's welfare.
- All information pertaining to disclosures is maintained as confidential, limited to the staff and external agencies involved.

General Provisions

- The College is committed to collaborating with parents and caregivers on all matters related to the care and protection of their child.
- The College Counsellor is available to provide confidential support to students and their families.
- The College Pastoral Team is required to report any concerns to the Principal regarding a student's risk of self-harm or harm to others.
- The College retains the right to submit a Report of Concern to the appropriate agency, with or without the prior consent of parents or caregivers.

Acknowledgement

I have read and understand the above provisions concerning the St Kevin's College Child Care and Protection Protocol.

Signed _____ Date _____

Parent / caregiver of _____



New Zealand Catholic Bishops Conference
Te Huinga Ongā Pihopa Katorika o Aotearoa

Preference of Enrolment Certificate for the Catholic Diocese of Dunedin

This is to certify that:

In accordance with the Education and Training Act 2020, Schedule 6, Cl 26, and Catholic School Integration Agreements, through a general or particular religious connection as stated in the Preference Criteria Numbers: 5.1, 5.2, 5.3, 5.4, 5.5. *(Please refer to Criteria details on back of form).*

Name (parent/guardian)
Address:
Phone: Email Address:
Is/are eligible to have preference of enrolment for their child at: (school)
In: Town/City
Name of Child Date of Birth
I/We undertake to support our child in the formation of their faith and the practices of the Catholic church.
I/we further agree that my/our details may be shared as outlined in the Privacy Statement below.
Parent /Guardian 1 Signature: Date
Parent /Guardian 2 Signature: Date

This certificate supports an application for placement that is: Non-Preference ☐

Preference ☐

If the placement is a preference one, under which Criterion (see reverse) is the child eligible?

5.1 ☐ (Baptised Catholic) 5.2 ☐ (Catholic Sibling) 5.3 ☐ (Catholic Parent)
5.4 ☐ (Catholic Significant Adult) 5.5 ☐ (Parent Becoming Catholic)

If Criterion 5.1 applies, please complete:

Baptised in at on

If Criterion 5.4 applies, please complete the section on the back of this form.

Bishops Agent Use Only

Certified by (name): as authorised agent of the

Roman Catholic Bishop of the Diocese of

Position:

(see: Administration of the Criteria, 6.1.1-6.1.6, Agents who may sign, listed over page)

Address:

Signature Date

This form must be completed by the Parent(s)/Guardian(s), and the Parish Priest or other designated authorities prior to the enrolment of a student in a Catholic Integrated School.

Privacy Statement: The information on this form (pages 1 and 2) will be used solely for confirming eligibility to enrol a student in a Catholic Integrated School and with the School, Parish and Diocese for contact, data updates, news, reporting and formation opportunities. The information in this form will only be share as required with the School Board and management of the school and /or a Parish office and /or the Proprietor of the school, such as the Proprietor's diocesan education office. On placement, the school will provide on-going regular updates of this information from their school student management system to "the Attendance Dues Team" This information will be stored in accordance with each entities document retention policies or schedules in accordance with the Privacy Act 2020. You have a right to access and change your information at any time. Contact details can be found at www.cathconnect.nz

When parent/guardians apply to enrol a child in a Catholic school, the principal must inform them that if they wish to claim preference and have not yet done so, they need to obtain a preference certificate. To do this they visit their parish priest, or other person designated by the Bishop (diocesan offices will let schools know who is eligible to sign this certificate.) This is in accordance with the Education and Training Act 2020, Schedule 6, Clause 26.

Criteria for Preference of Enrolment in Integrated Catholic Schools

- 5.1 The child has been baptised or is being prepared for baptism in the Catholic Church.
- 5.2 The child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.
- 5.3 At least one parent/guardian is a Catholic, and although their child has not yet been baptised, the child's participation in the life of the school could lead to the parents having the child baptised.
- 5.4 With the agreement of the child's parent/guardian, a significant familial adult such as a grandparent, aunt or uncle who is actively involved in the child's upbringing, undertakes to support the child's formation in the faith and practices of the Catholic Church.
- 5.5 One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.

Agents of the Bishop, Who May Sign the Certificate on his Behalf

- 6.1.1 Parish Priest of their Parish of Residence
- 6.1.2 Assistant Priest of their Parish of Residence
- 6.1.3 Priests appointed under c. 517/1
- 6.1.4 Deacons and lay persons appointed to pastoral care under c. 517/2
- 6.1.5 Ethnic chaplains who liaise with Parish Priests or their delegate
- 6.1.6 Local committees appointed by the Bishop or by any of the above agents of the Bishop.

Process of Appeal

If a preference certificate has been refused and the parent/guardian, either directly or through the Principal, wish to appeal the matter, the application can be referred to the Proprietors' Office (Diocesan Education Office). The Director of the Office, or whoever is the appointed appeal authority in the diocese, after making whatever investigation is necessary, including consulting the Parish Priest if appropriate, will make a ruling, or seek a ruling from the Bishop. The Parish Priest or delegated person who refused the certificate in the first instance is normally informed whenever a preference certificate is issued in virtue of this paragraph.

If Criterion 5.4 (above) applies the parent(s)/guardian(s) and significant familial adult completes the following:

Significant familial adult: (to be filled in only when Criteria 5.4 applies)

I agree to support (child's name)
formation in the faith and practices of the Catholic Church and agree to my contact details being available to the school and parish for this purpose.

Name (familial adult):

Address:

Relationship to child:..... Email address:..... Phone No:.....

Parish

Signature..... Date:.....

Parent(s)/Guardian(s):

I/we agree that my child will be supported by:..... in the formation of
the faith and practices of the Catholic Church. I/we further agree that my/our contact details will be shared with the school and parish for the purpose of faith formation.

Signature..... Date:.....

Attendance Dues Agreement

Between: The Roman Catholic Bishop of Dunedin ("the Proprietor") as the owner of

(School name) _____ ("the School")

And: the following parents or caregivers or bill payer:

Parent /Caregiver 1 ("the Caregiver" 1)

Please print clearly

Title:		First names:		Surname:	
Residential address:					
Postal Address (if different):					
Daytime Phone:			Mobile:		
Email:					

Parent /Caregiver 2 ("the Caregiver" 2)

Please print clearly

Title:		First names:		Surname:	
Residential address:					
Postal Address (if different):					
Daytime Phone:			Mobile:		
Email:					

Bill Payer (if different to the people listed above) ("the Caregiver")

Please print clearly

Title:		First names:		Surname:	
Residential address:					
Postal Address (if different):					
Daytime Phone:			Mobile:		
Email:					

WHO have enrolled the following student at the school:

Please print clearly

First names of Student	Surname of Student	Start Date at this school	Class Year Level	Date of Birth	National Student Number (NSN) for verification.
("the Student")					
The School is to Complete these shaded boxes.					
MOE School Number:		Existing Family Account Code:			

PTO for agreement fine print and to sign this **binding legal agreement**

INTRODUCTION

- 1.1 The Proprietor has entered into an Integration Agreement with the Minister of Education in respect of the school. The Integration Agreement provides that the Proprietor may enter into an agreement with the Parents or other persons accepting responsibility for the education of a child providing that, as a condition of the enrolment or attendance of the child at the school, the Parents or other persons shall pay attendance dues.
- 1.2 Attendance dues are used by the Proprietor to service school debt, ensure school buildings and other costs as specified in the Education and Training Act 2020.

ATTENDANCE DUES PAYMENT

- 2.1 I/we agree to pay attendance dues to the Proprietor as approved by the Minister of Education from time to time in terms of the Education and Training Act 2020 and as a condition of enrolment of "the Student", at "the School".
- 2.2 I/we acknowledge that the Proprietor: (a) May increase attendance dues from time to time provided such increases are within the maximum attendance dues permitted to be charged by the Ministry of Education; and (b) Is likely to review and, if necessary, increase the level of attendance dues payable at least annually.
- 2.3 I/we understand that if I/we default in paying my/our attendance dues then any recovery costs incurred by the Proprietor will be an additional expense to be paid by me/us and will be added to the total attendance dues owing, payable by me/us.
- 2.4 I/we understand that each year, the Proprietor will issue me/us an invoice for all attendance dues payable in respect of the Student and I/we agree to pay the total attendance dues payable in full by the date stipulated in the invoice unless I/we have previously made alternative payment arrangements with the Proprietor.

STUDENT ENROLMENT INFORMATION AND THE PRIVACY ACT 2020

- 3.1 The Personal Information voluntarily provided by you to the Proprietor on this form is collected for the purpose of sending Invoices, Statements and other financial correspondence, reporting on developments, news updates, and debt collection purposes by the proprietor, using the school, parish, and diocese as their agents for updating and communication purposes.
- 3.2 The cloud-based system used to securely hold this information is called "CathConnect". It is a customized Microsoft product. Information is only accessible to personnel who need access to do their work and is used for the activities listed in 3.1.
- 3.3 I/We consent to, and request "the School" to share the following information with "CathConnect", via daily secure data transfer of the following fields, from their Student Management System: "the Student"; first, second and last name, date of birth, year level, National Student Number, start date and end date, "the Caregiver" 1 and 2; Names, Mobile and Phone numbers and Address'. This allow new enrolments to be invoiced, credits to be applied for leavers and outstanding debt collected.
- 3.4 This personal information will only be shared between the school board and management, parish and diocesan office, Debt Collection Agencies engaged by the proprietor and the school's Proprietor or their delegate. Providing and updating this personal information is a condition of enrolment, and it will be stored securely in compliance with the Privacy Act 2020 and each entity's document retention procedures.
- 3.5 You can access the information we hold and request changes to your information at any time. To update your information, contact "the School" and have them update their student management system. This will then be passed to "CathConnect". For more details, visit the website of your local Attendance Dues team.
- 3.6 Information about outstanding attendance dues may be shared by the Diocese with the Proprietors and personnel of other Catholic Schools that you have contractual link with, and with their attendance dues collection agent.

The CDD ATTENDANCE DUES TEAM

- 4.1 The Proprietor has appointed the Diocesan Attendance Dues Team ("the Attendance Dues Team") to administer the invoicing and collection of attendance dues in respect of the school.
- 4.2 The Attendance Dues office location, contact details and the privacy policy can be found at www.cathconnect.nz

ACKNOWLEDGEMENT

- 5.1 I/we acknowledge that we have read and understand this agreement and agree to comply with the terms and conditions.
- 5.2 I/we agree to advise the School Principal and CDD Attendance Dues team, in writing, if our circumstances change.

_____ Signature of parent/caregiver 1	_____ Print Name	_____ Date
_____ Signature of parent/caregiver 2	_____ Print Name	_____ Date
_____ Signature of bill payer (if not the people above)	_____ Print Name	_____ Date