Citipointe Christian College Academy
Independent Study Centre (ISC) Registration
2015

The Registration Form is in two parts; this first page is information for you regarding Fees, Conditions and the Academy Contact Details and therefore should be kept by you. The next two pages require information for the Academy and, once completed and signed, should be returned to Secondary Reception for attention of Mrs Mills.

FEES

The fees are broken into two parts, the first is an Administration Fee and the second is the Tuition Fee.

1. The **Administration Fee** covers all of the administration costs associated with running the Academy. The fee is charged at the start of each term and is per student per term irrespective of the week that the student starts ISC during the term. It is non-refundable.

2. The **Tuition Fee** is paid, through the Academy, to the teachers responsible for supplying the session. The fee is per session and is per student.

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

TERMS AND CONDITIONS

- **Registration is valid for a calendar year** or until notice of termination of attending ISC is given.
- Once a student is enrolled, fees are charged irrespective of actual attendance until an official termination notice is received or unless exceptional circumstances do not permit attendance.
- ISC fees are charged to the student’s fee account on a term to term basis.
- **It is the responsibility of the student to ask the tutor/s on duty for assistance**, please ensure that the student attending ISC understands that.
- A parent is entitled, at any stage, to ask for an update on progress as details of each session are recorded by the ISC teachers.
- **Absence from an ISC session**: please advise the Academy if a student will not be attending a session so that we can advise the teachers on duty.
- As Registration is a contract between a parent/Homestay Coordinator and the Academy, advice of termination or absence will not be accepted from a student.
- **Termination of attendance at ISC** is to be given in writing to the Academy, prior to the end of the current term. See contact details below. Please note that the Senior Library staff will not accept advice of termination or absence from a session from any students.

CONTACT DETAILS

Should you have any queries or need to discuss absence from an ISC session or termination, please contact Bev Jackson at the Academy:

- **By email**: cocba@brisbane.coc.edu.au
- **In writing**: Citipointe Christian College Academy, c/o Secondary Reception,
- **Mobile**: 0432 077 179
# Academy Term Times

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>Week 3</td>
<td>Week 9</td>
<td>ISC continues throughout senior exam block</td>
</tr>
<tr>
<td>Two</td>
<td>Week 2</td>
<td>Week 8</td>
<td>ISC continues throughout senior exam block</td>
</tr>
<tr>
<td>Three</td>
<td>Week 2</td>
<td>Week 8</td>
<td>ISC continues throughout senior exam block</td>
</tr>
<tr>
<td>Four</td>
<td>Week 2</td>
<td>Week 6</td>
<td>ISC continues throughout senior exam block</td>
</tr>
</tbody>
</table>
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2015

Personal Details

Student Name: __________________________________________

Year Level: ____________

Parents/Guardians Names: __________________________________________

Home address:

______________________________________________________________

______________________________________________________________

Contact Numbers:

Parent/Guardian: ________________________ (Home)  Parent/Guardian: ________________________ (Work)

Parent/Guardian: ________________________ (Mobile)  Student: ________________________ (Mobile)

E-mail Address:

______________________________________________________________

Attendance Day/s

Attendance is on a Monday or a Thursday or both from 3.45pm to 5.15pm in L7.
If attendance for one day is required, please indicate one day or the other. If both days are required,
please mark both days.

Monday  

Thursday  

P: Secondary-Staff\COCB Academy\2015\Forms\ISC\Student Registration 2015
ACCEPTANCE OF TERMS AND CONDITIONS

I have read and accept the appropriate terms and conditions. I would like to register
__________________________________________ (student name/s)
in Citipointe Christian College Academy’s Independent Study Centre (ISC).

Signed

Name: ___________________ Date: ______________

International Students in Homestay

Homestay parents are not permitted to sign forms giving permission for money to be added to parents’ school accounts. This form must be submitted to the Homestay Coordinator, who will obtain the necessary permission. Attendance at an ISC session will not commence before this permission is received.

International Students in Homestay:

Student Declaration

I __________________ have contacted my parents by phone/email and have their permission to attend the Independent Study Centre and have the Independent Study Centre fees billed to my school account.

________________________

Verification by Homestay Coordinator

________________________