



Coorparoo Centre for Continuing  
Secondary Education  
Cnr Cavendish Rd & Stanley St East  
Coorparoo QLD 4151  
PO Box 1225 Coorparoo DC 4151  
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## ADULT EDUCATION ENROLMENT AGREEMENT

SURNAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

### STUDENT ENROLMENT CONTRACT:

As a student enrolled in Adult Education Classes at the Coorparoo Centre for Continuing Secondary Education I agree to the following conditions,

I will:

- commence class **ONLY** when I have paid my semester fees, collected my ID and, if I am over 18, had a satisfactory result from Education QLD's positive notice check;
- always wear my ID in a visible manner at all times while on the College campus;
- abide by the guidelines of the College's Behaviour Management Policy and the policies of Education Queensland, this includes the use of alcohol, tobacco or illegal substances which are prohibited on the College Campus and during designated College activities;
- treat all staff and students with courtesy and respect;
- attend my timetabled classes regularly and for the required time, fulfilling course requirements;
- inform the Administration of any absence and provide reasons for any absence;
- arrive on time to class and return from breaks as instructed by teachers;
- complete all assessment in my course at the prescribed examination times, to sit at any other time will require the approval of the Coordinator and the provision of a medical certificate;
- bring all required textbooks and other materials to classes;
- dress in an appropriate smart casual manner;
- drive safely within the College grounds and park only in designated areas;
- not take food and drinks (this includes coffee) into classrooms. Water bottles are acceptable;
- complete payment of Semester 2 fees by the end of Semester 1;
- abide by the College Network Usage and Internet Access Guidelines.

I understand that:

- my enrolment is at the Principal's discretion;
- my continued enrolment is based on regular, fulltime attendance. Poor attendance will not be supported as fulltime enrolment;
- continued absence due to illness must be supported with a medical certificate;
- if I fail to attend 3 classes in a subject in a term without explanation my enrolment may be cancelled at the discretion of the Deputy Principal and Principal;
- it is my responsibility to notify the College of my early exit from a course and return course textbooks;
- Student ID cards will be re-issued subject to satisfactory attendance, behaviour and results;
- it is my responsibility to return any College property and items provided to me when I exit from the College;
- I **will not** associate with adolescent students of the Coorparoo Secondary College;
- I will be sent important messages to my phone and as a consequence I will advise of any changes to my phone number;
- my mobile phone **must not be used** in the classroom. It must be turned off or on silent mode for emergency situations;
- music devices are **not** permitted in classes.

**I understand that failure to comply with any of the above conditions may lead to cancellation of my enrolment.**

I certify that:

- I have received and will read the College Handbook to further understand college procedures.
- The information I have provided on enrolment is complete, accurate and includes relevant medical information. I also understand that failure to disclose relevant information, accurately, may lead to cancellation of my enrolment;
- I understand the consequences of my subject choices and that this is my responsibility.
- I understand that the college will endeavour to provide the means whereby points towards QCE or Tertiary entry or both can be achieved;
- I understand that the College is not obliged to provide the means whereby a QCE or Tertiary entry can be achieved in years subsequent to the year of my initial enrolment.

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Student's signature and date

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Coordinator's signature and date