



Western Australian College of Agriculture - Narrogin

Boarding Agreement

Thank you for accepting the offer of a residential place at the WA College of Agriculture – Narrogin. The offer is on the understanding that the information you provided in your application was accurate and complete. Please keep all information about the student up to date while they are boarding at the college.

The boarding agreement is between a student's parent/s and the college. The signed boarding agreement confirms:

- a residential place is available for the student;
- the conditions under which the residential place is offered and accepted;
- the care and welfare arrangements while the student is at the college; and
- the grounds for terminating the boarding agreement.

Responsibilities of the parent

By accepting the offer and signing the boarding agreement the parent/s agree to:

- provide the name, address and contact details of the person/s, in addition to the parent/s, who can be easily contacted and available in an emergency;
- inform the college, in writing of any change to student, parent/s or emergency contact information;
- provide and maintain up to date information regarding the student's needs and particular provisions for their day to day care, welfare and development;
- allow staff from the college to attend to the student's medical, physical or mental health needs as required, including taking the student to appointments with nominated health professionals;
- the college seeking emergency care for the student without obtaining prior consent if this is not practical in the circumstances; and
- provide the name, address and contact details of the person/s who can make decisions and perform the functions of a 'parent' when they are not residing in Western Australia.

Residential Code of Conduct and personal responsibility

By accepting the offer and signing the boarding agreement the parent/s agree:

- the student will comply with the Residential Code of Conduct;
- the student is responsible for their personal property and for loss or damage to

that property unless it was maliciously caused by other students or negligence of staff from the college; and

- to make arrangements for a student who has lost residential privileges to leave the college grounds when requested by the Principal or delegate.

Responsibilities of the college

By offering the place and signing the boarding agreement the college will:

- provide the student with accommodation and individual services each year;
- be responsible for the student's safety, care and welfare while the student is under the care and control of staff from the college;
- request parent consent prior to attending to the student's medical needs or health condition;
- seek emergency care for the student without obtaining prior consent from the parent/s if this is not practical in the circumstances;
- accept either payment of fees and charges in full or by instalments before the agreed due date; and
- require notice in writing from the parent/s regarding withdrawal of a student from residence.
- refund parents the excess residential accommodation fees if applicable on a pro rata basis. However, if a student leaves the college through their own choice or through termination of residency, fees remain payable for the number of weeks the student has been in residence.

Payment for accommodation and individual services

By accepting the offer and signing the boarding agreement the parent/s agree to:

- assign to the college any subsidies or payments received to offset the residential accommodation fees each year;
- pay the amount for residential accommodation fees;
- pay the amount for individual services each year;
- complete required payments prior to the first day of term unless a prior arrangement or payment plan has been approved by the college; and
- pay any outstanding amounts if the boarding agreement is terminated.

Payment of an acceptance deposit and or bond

Signing the Boarding agreement means:

- the parent/s pays the deposit upon acceptance of an offer at the college.
- the college will credit the deposit against Term 1 residential accommodation fees or charges.
- the college will refund the deposit in the event of a written withdrawal being received prior to the start of Term 1.
- the parent/s pays the bond if applicable.

- the college retains the bond for duration of the boarding agreement.
- the bond may be used to compensate the college for any outstanding costs or repairing damage the student causes to college property.
- the college refunds the remaining bond if the boarding agreement is terminated.

Temporary withdrawal of residential privileges or terminating the boarding agreement

The college may temporarily withdraw the student's residential privileges or terminate the boarding agreement if:

- the student ceases to be enrolled at the school specified in the Applications.
- the student breaches the Residential Code of Conduct.
- the information in the college application is false or misleading.
- the parent/s breach this boarding agreement.

Withdrawal of student's residential privileges from the college

If the student's residential privileges from the college have been withdrawn, they are unable to reside at the college for the duration of the withdrawal. Student can still attend as a day student where practicable, or work packages must be provided if learning from home.

The college will provide the student and the parent/s with written advice:

- that the student's residential privileges have been withdrawn from the college and must leave the college grounds;
- of the reason for the withdrawal;
- of the date on which the withdrawal commences;
- of the date on which the withdrawal ends and the student can return to the college; and
- if applicable, that the boarding agreement may be terminated while the student is withdrawn.

Terminating the boarding agreement

To terminate the boarding agreement, the college will provide the student and the parent/s with written advice:

- that the boarding agreement is terminated meaning a residential place will no longer be provided for the student;
- of the reason for the termination;
- of the date on which the termination becomes effective; and
- about how to request a review if they are not satisfied with the decision to terminate the boarding agreement.

Residential Code of Conduct

1. Purpose

The Boarding Agreement provides that the student must obey the Residential Code of Conduct (the Code). The purpose of the Code is to set out the required standard of conduct to be observed by a student while boarding at the WA College of Agriculture - Narrogin. Students who breach the Code may be subject to disciplinary action. The college can terminate a boarding agreement for substantial breaches of the Code.

2. Scope

This Code applies to all students who board at the WA College of Agriculture - Narrogin.

3. Conduct in respect to self

Students will:

- act with proper regard for their safety, education, welfare and health (mental and physical);
- conduct themselves in a respectful, responsible and lawful manner;
- behave in a way that upholds the values, integrity and reputation of the College; and
- accept responsibility for their actions.

4. Conduct in respect to other students

Students will:

- treat other students with respect, dignity, courtesy, honesty and fairness and with proper regard for others' rights, safety and welfare;
- live in harmony with other students and respect others' views and opinions;
- respect the privacy of others; and
- report a breach of the Code to appropriate staff.

5. Conduct in respect to staff

Students will:

- treat staff with respect, dignity, courtesy, honesty and fairness and with proper regard for their rights, safety and welfare;
- respect their property, views and opinions; and
- comply with any reasonable request of a staff member.

6. Conduct in respect to property

Students will:

- treat the college property and facilities with respect; and
- treat staff and fellow students' property with respect.

TERM OF THE COLLEGE BOARDING AGREEMENT

Start Date: _____ End Date: _____

ACCEPTANCE OF THE COLLEGE BOARDING AGREEMENT AND RESIDENTIAL CODE OF CONDUCT

Student Name: _____

Parent 1 Name

Parent 2 Name

Parent 1 Signature

Parent 2 Signature

Date

Date

STUDENT AGREEMENT

I _____ have read and understood the Residential Code of Conduct.

I agree to follow the Residential Code of Conduct.

I understand that a breach of the Residential Code of Conduct could result in:

- staff imposing a consequence at the college;
- suspension from the college; and/or
- losing my place at the college if the Boarding Agreement is terminated.

Student Signature

Date

Principal/Delegate Signature

Date

NOTE: This agreement is signed for the duration of the term of the Boarding Agreement.