

27 August 2026

Dear Parents and Guardians

Over recent years, churches and church-related entities, including Calvary Christian College, have been reviewing governance structures to ensure they remain fit for purpose. For Calvary, this process is designed to give our Board greater operational and strategic autonomy, while continuing to honour the vision and faith foundation of our founders. Calvary is, and always has been, a ministry of Real Life Christian Church, formerly Logan Uniting Church.

As part of this transition, our College Council will become a Governing Board with direct accountability to the ACNC (Australian Charities and Not-for-profits Commission) and other relevant legislative bodies. The Approved Authority for the College is currently the Uniting Church in Australia Queensland Property Trust. For the new company, the Approved Authority will be Calvary's own Governing Board. A practical part of this change is an update to the enrolment contract.

The College will operate under the new Company from 1 January 2027. The College remains a ministry of Real Life Christian Church. The vision and mission for the College remains unchanged.

The move to Separate Incorporation does require families to re-sign the enrolment contract to enter into a contract with the new company (Calvary Christian College RLCC Ltd). Within this envelope you have been provided with two copies of the enrolment contract. One is for you to keep and the other is to be signed and returned to the College by 16 October 2026.

### **Enrolment Contract Changes**

The changes to the enrolment contract are –

- Communication from Parents/Guardians (clause 4)
  - *The College will act on the direction of one Parent/Guardian, unless we receive a direction from both Parents/Guardians that both of their consent or approval is required in relation to the student.*
- School Fees (clause 5)
  - *The College will notify Parents of changes to School Fees prior to the commencement of Term 4.*
  - *If you choose to set up direct debit payments, you will need to enter into and complete a Westpac Direct Debit Request Form if you have not already done so.*

- Privacy (clause 8)

*Privacy matters are dealt with in the Application for Enrolment, Enrolment Contract and the College's Privacy Policy.*

- *This Enrolment Contract clarifies that you agree to the disclosure of Personal Information and Sensitive Information (as those terms are defined in Australia's privacy laws) to the College, which we will collect, use and disclose in accordance with the College's Privacy Policy.*
- Termination for Breach (clause 9)
  - *School Fees paid in advance will be refunded on a pro-rata basis.*
- Variations to Enrolment Contract (clause 10)
  - *Where the College seeks to vary the terms of the Enrolment Contract, and you do not agree to the variations, you will be able to terminate the Enrolment Contract as per the conditions of the termination clause. School Fees paid in advance will be refunded on a pro-rata basis (as was the case before).*

### **Action Required**

You have been provided with two copies of the enrolment contract. One is for you to keep and the other is to be signed and returned to the College.

1. Sign the enrolment contract
  - a. All parties listed on page 10 of the contract are required to sign the contract. If both parties listed cannot physically sign the enrolment contract, please email [enrol@calvarycc.qld.edu.au](mailto:enrol@calvarycc.qld.edu.au). The enrolment contract can be sent out for electronic signature.
2. Return the signed enrolment contract to the classroom teacher.
  - a. Please use the envelop provided to return the contract to the classroom teacher.
  - b. The signed contract can be returned to the classroom teacher by your child.

If you have more than one child at the College, you will need to sign one contract per child. Each child will bring home their enrolment contract.

### **FAQ**

A *Frequently Asked Questions* is included as Attachment A.

### **Questions**

If you have any questions or require further information, please contact the College on 07 3287 6222 or via email [enrol@calvarycc.qld.edu.au](mailto:enrol@calvarycc.qld.edu.au).



## Attachment A

### Frequently Asked Questions

#### **How does the change in Approved Provider impact me?**

There will be no impact to you. The College will continue to operate as it has. You will see the College's legal name and ABN is updated on fee statements and on official College communication. This change will occur after 1 January 2027.

#### **What if I am exiting the College?**

If you are exiting the College at the end of 2026 and have notified the Registrar by completing an exit form, you do not need to sign or return the enrolment contract.

If you are exiting the College at the end of 2026 and have not notified the Registrar or completed an exit form, you are required to adhere to the contractual obligations of the current enrolment contract. This contract specifies that one term's notice is required for exit. If one term's notice is not given an exit fee of one term's fee will be charged.

#### **What if I sign the enrolment contract and my circumstances change and I need to exit the College?**

Should your circumstances change and you need to exit your child from the College you are required to adhere to the contractual obligations of the current enrolment contract. This contract specifies that one term's notice is required for exit. If one term's notice is not given an exit fee of one term's fee will be charged.

#### **Will the College name and brand change?**

No. The College's business registered name is Calvary Christian College RLCC Ltd. The name of the College will remain Calvary Christian College and branding currently in place will not change.

#### **Will the uniform be changing?**

No. There is no change to the uniform.

#### **What happens if I do not return the signed enrolment contract by 16 October 2026?**

If the signed enrolment contract is not returned by 16 October 2026, administration staff will follow up with you to provide assistance with a return of the enrolment contract or answer any further questions you may have. If there is no signed enrolment contract in place by 31 December 2026, your child/ren's enrolment will be on hold with the College. Your child/ren will not be able to attend school in 2027 without a signed contract in place.

Legally the College is not able to have students attending the College who do not have a valid enrolment contract in place.

**What if I cannot arrange for both parents listed on the enrolment contract to physically sign the enrolment contract?**

If you are not able to arrange for both parents to physically sign the enrolment contract, please email [enrol@calvarycc.qld.edu.au](mailto:enrol@calvarycc.qld.edu.au). The team will arrange for the contract to be sent via electronic signature to both parents.