

APPLICATION FOR ENROLMENT



KAMBRYA
COLLEGE

Thank you for your enrolment enquiry. Please complete and return this 'Application for Enrolment' along with:

- Copy of the student's most recent Semester One and Two school reports
- A photocopy of the student's Birth Certificate / Passport & VISA if child/ren are born overseas
- Present the following original or certified copies to confirm permanent residential address –
 - Certified Copy of Registered Real Estate Agent Rental Agreement OR Unconditional Sale of Property or Rates Notice
 - Private Lease arrangements will only be accepted with Statutory Declarations - see attached for details
 - Valid Driver's Licence - home address on Driver's Licence must be the same as address on Application for Enrolment
 - PLUS any Two of: Current Utility Bills - no more than 3 months old (Gas and Electricity)
- Recent Court Orders/Parenting Plans including all Family Law Court Orders (if applicable)
- If you are not the legal guardian of the student/s please provide us with Informal Carer Statutory Declaration - see attached for details

Note: Enrolment applications may not be successful if the requested documentation is not provided

- To be eligible for enrolment, the family's permanent address must be within the school zone of Kambrya College - please check DE website www.findmyschool.vic.gov.au for all school zone information
- Please be aware a person who makes a false declaration is liable to the penalties of perjury

Date of Enquiry: _____

Proposed Commencement Date: _____

Person Enquiring: _____

Relationship to Student: Mother / Father / Legal Guardian other than parent / Carer – no formal guardianship document – refer to above / Agency Case Worker/Other-specify

STUDENT DETAILS

Name of Prospective Student: _____ Gender: M / F / Gender Diverse

Date of Birth: ____ / ____ / ____

Australian Resident: Y / N (If No, refer next page) Country of Birth: _____

Language Background Other Than English: Y / N - If yes, which language: _____

Student's Residential Address: _____

Suburb: _____ State: _____ Postcode: _____

Current or last School attended: _____ Past Student: Y / N

Has previous school been advised of student's intention to leave the college Y / N

Current Year Level: 7 8 9 10 11 VCE or VCE Vocational Major 12 VCE or VCE Vocational Major

Wishing to Enrol in Year Level: 7 8 9 10 11 VCE or VCE Vocational Major 12 VCE or VCE Vocational Major

Within School Zone of Kambrya College: Y / N Refer to: DE website www.findmyschool.vic.gov.au

Siblings Currently Attending Kambrya College: _____

PARENT / CARER (A)

First Name: _____

Surname: _____

Relationship to child: _____

Mobile No: _____

Home No: _____

Email Address: _____

Address: (if different from above)

PARENT / CARER (B)

First Name: _____

Surname: _____

Relationship to child: _____

Mobile No: _____

Home No: _____

Email Address: _____

Address: (if different from above)

STUDENTS NOT BORN IN AUSTRALIA

Country of Birth: _____ Australian Resident: Permanent / Temporary

Date of Arrival to Australia: ____ / ____ / ____ VISA CODE: _____

Language Spoken at Home: _____

Overseas School: _____ English School: Y / N

*** Please attach a copy of the most up-to-date/current VISA documentation and if your current VISA is any of the following, we require copies of the preceding VISA to be provided and details of the VISA you have applied for once the current VISA expires**

Bridging VISA, Temporary VISA CODES: 010, 020, 030, 040, 041, 042, 050, 060, 070, 173, 400, 417, 456, 462, 500, 570, 571, 572, 573, 575, 580, 590, 600, 601, 602, 651, 675, 676, 685, 771, 773, 870, 884, 943, 944, 956, 976, 977

If the student's VISA CODE does not allow for them to be enrolled as a domestic student then we regretfully advise that we cannot continue with the enquiry and the family will be directed to Study Victoria - <https://www.study.vic.gov.au/en/Pages/contact.aspx> to apply through the International Education Department as an international student

REASON FOR CHANGE OF SCHOOL:

SECONDARY SCHOOL ENROLMENT PRIVACY COLLECTION:

As per the Department of Education's Privacy Collection Statement:

<https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

We wish to advise that as part of our enrolment procedure we will be contacting your children's previous school to obtain information about your child/ren's personal behaviour/social and health information to be able to provide optimal education and support to your child/ren.

To proceed with this enrolment enquiry, we require your consent to contact your child/ren's previous school as per:

- I have read this form and the Privacy Notice and understand why information is being collected and how it will be used
- I agree to the disclosure of my child/ren's information for the purpose of enrolment at Kambrya College
- I have attached the most recent copies of court orders and/or parenting plans including
all Family Law Court Orders or Informal Carer Statutory Declaration (if applicable)
- I have attached all the documentation required by Kambrya College to proceed with this enrolment enquiry (as per Page 1)

Parents/Carers Signatures: _____

Names of Parents/Carers: _____

Note: An enrolment interview will be conducted once we receive all documentation and information about the student/s from parents/carers and previous school.



Dear Parent/Carer,

Thank you for your enrolment enquiry:

Please provide the following **Compulsory documentation prior to the enrolment proceeding**

Proof of Residency – note all these documents should have the same address:

- ❖ A certified copy of rental agreement through Registered Real Estate Agent **OR** an unconditional sale of property **OR** Rates Notice which must be in the parent's name (as per enrolment enquiry)
 - ❖ **Private lease arrangements will only be accepted with Statutory Declarations as follows:**
 - ❖ **STATUTORY DECLARATIONS:** required if you are renting privately one each from the Landlord and yourself. These Statutory Declarations should state the relationship between the family and the owners, as well as confirming the student is living in the address provided in the enrolment application and that the arrangement is genuine and intended to be permanent or rental period (dates included). <https://www.justice.vic.gov.au/statdecs>

Plus a copy of:

- ❖ Rates Notice from the Owner of the Property
- ❖ Copy of Parent/Carer's Valid Driver's Licence listing the address for enrolment
- ❖ Plus, two current utility bills (no more than 3 months old):
Gas and Electricity, (i.e. 1 Gas and 1 Electricity bill, or Rates Notice – if property is owned by enrolling parent)

Proof of Guardianship (if you are not the legal guardians of the student/s):

- Informal Statutory Declarations (for each guardian) is required – copies can be provided by the college

Other documentation required:

- Copy of your child's Birth Certificate
- ❖ In the event that there are any current court orders on file relating to your child, you are required to provide the school with a copy as per the DE enrolment form.
- ❖ If your child was born **OVERSEAS** (including New Zealand), please provide a copy of their passport and Visa. The passport must indicate Visa Sub class and whether your child is a Permanent Resident or Temporary Resident.

Please attach a copy of the most up-to-date/current VISA documentation and if your current VISA is any of the following, we require copies of the preceding VISA to be provided and details of the VISA you have applied for once the current VISA expires

Bridging VISA, Temporary VISA CODES: 010, 020, 030, 040, 041, 042, 050, 060, 070, 173, 400, 417, 456, 462, 500, 570, 571, 572, 573, 575, 580, 590, 600, 601, 602, 651, 675, 676, 685, 771, 773, 870, 884, 943, 944, 956, 976, 977

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- ❖ Copy of the student's most recent Semester One and Semester Two school reports (as per our Application for Enrolment form)

Please read the Secondary School Enrolment Privacy Collection Statement:

<https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

As per our Enrolment Enquiry form states we require your consent to contact your child/ren's previous school to obtain information about your child/ren's personal and health information to be able to provide optimal education and support to your child/ren.

Please sign the Application for Enrolment form to proceed further with the enrolment enquiry

Regards

Enrolment Officer