



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

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

- 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