



Croatian School of Language & Culture Melbourne Inc
69 Hodgkinson Street | Clifton Hill VIC 3068
croatianschoolmelbourne@gmail.com
www.croatianschoolmelbourne.org.au

ENROLMENT FORM 2025 - ONE FORM PER STUDENT

Please read all school policies and procedures prior to completing this enrolment form.

****Student enrolment data must match EXACTLY the information provided to the mainstream school when enrolling so that the community language school can receive government funding from the Victorian Department of Education. Do not include any commas, accents or other special characters. Do not include initials. Hyphenated names and apostrophes are allowed.****

1. Student Details

First Name		Family Name	
Middle Name(s)			
Date of Birth (dd/mm/yyyy)	__ __ / __ __ / __ __ __ __	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Home Address			
Suburb		Postcode	
Year in which you are seeking to enrol this student at the community language school (CLS):	<input type="checkbox"/> Prep <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10		

2. Student's Mainstream School Enrolment in 2025

Student's Mainstream Year Level	<input type="checkbox"/> Prep <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10
Is the student Home Schooled?	<input type="checkbox"/> No, not Home Schooled <input type="checkbox"/> Yes, Home Schooled
If Home Schooled, email the school a current VRQA letter with VSN confirming registration for home-schooling in 2025.	
Student's Victorian Student Number (<i>where known. The VSN is a 9 digit number</i>).	
Student's Mainstream School Name	

3. School-aged student eligibility for Victorian Department of Education funding in 2025

Student Australian Residency status	<input type="checkbox"/> Australian citizen/Permanent resident <input type="checkbox"/> Fee-paying international student <input type="checkbox"/> Other If Other, please specify:
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Is/will the student be enrolled at another Community Language School to learn the same language in 2025? (not funded) If Yes, which school:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is/will the student be enrolled at the Victorian School of Languages (VSL) to learn the same language in 2025? (not funded) If Yes, which school:	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Medical Information

Does the student suffer from any medical condition? (e.g. asthma, epilepsy, allergies etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please specify and provide a medical plan (e.g. asthma, anaphylaxis etc.):	
Is the student currently on any medication?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please specify:	

5. Name of Parent/Guardian Details

First Name		Family Name	
Relationship to student		Mobile phone	
Email			
Main Emergency Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Name of Parent/Guardian Details

First Name		Family Name	
Relationship to student		Mobile phone	
Email			
Main Emergency Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Emergency Contact Details (only complete if the above parents/guardians are not emergency contacts)

First Name		Family Name	
Relationship to student		Mobile phone	
Email			

6. Privacy Collection Notice - Protecting your privacy and sharing information

The information about your child and family collected through this enrolment form will only be shared with school staff who need to know to enable the community language school to educate or support your child, or to fulfil legal obligations including duty of care, anti-discrimination law, and occupational health and safety law. This includes using the contact information provided if there are any emergencies or medical issues. Residency status is checked to ensure that your child is eligible for funding. Your child's name, date of birth, and mainstream school name/s will be shared with the Department of Education (the Department) to confirm funding eligibility. The information collected will not be disclosed beyond the community language school or the Department without your consent unless such disclosure is lawful. For more about information-sharing and privacy, see the Department's privacy policy at Department of Education privacy policy | vic.gov.au If you have any queries about the handling of your information by the community language school or to correct and update your information please contact the school.

7. Photographing, Filming and Recording Students at Croatian School of Language & Culture Melbourne Inc Annual Consent Form and Collection Notice*

<p>During the school year, there are many occasions and events where staff may photograph, film, or record students participating in school activities and events. We do this for many reasons including to celebrate student participation and achievement or to communicate with our parents and school community.</p> <p>This notice applies to photographs, videos, or recordings of students that are collected, used, and disclosed by the school. We ask that any parents/carers or other members of our school community photographing, filming, or recording students at school events (e.g. concerts, sports events, etc) do so respectfully and safely and that any photos, video, or recordings ("images") of students are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer.</p> <p>If you do not understand any aspect of this notice, or you would like to talk about any concerns you have, please contact the community language school.</p> <p>I consent to my child being photographed or audio/visually recorded participating in class or school activities for the use and purposes of sharing</p> <ul style="list-style-type: none"> ● with other families in the school that will only be sent to school families in my child's class. ● in the school newsletter. ● on the school website, in CLS marketing, or on CLS social media sites. <p>Please select one of the two options.</p>	<p><input type="checkbox"/> I agree to the community language school using photos, videos, or recordings of my child as described.</p> <p><input type="checkbox"/> I do not agree to the community language school using photos, videos, or recordings of my child as described.</p>
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**You may withdraw your consent at any time however please note that it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.*

8. Parent/Guardian Privacy Consent and Declaration

- I confirm that the information provided on this enrolment form is true and correct and I acknowledge and agree to the terms and conditions of enrolment accompanying this enrolment form. I consent to:
- the collection of my child's health and personal information by the community language school for the purposes mentioned in this form;
- the community language school disclosing my child's personal information contained in this enrolment form (name, date of birth, and mainstream school name), to the Department of Education for data verification and funding purposes
- I understand that the Principal or teacher (where the Principal or teacher in charge is unable to contact me) is allowed to disclose personal and health information to professional third parties in the event of a medical emergency, in accordance with Victorian privacy law.

Name of Parent/Guardian	
Signature of Parent/Guardian	
Date / Datum	

Instructions for submitting this form and declaration via email:

I will print, sign, scan and email this form to: croatianschoolmelbourne@gmail.com. The email together with this signed document is confirmation of my declaration.

I will complete this form in MS Word and email it to: croatianschoolmelbourne@gmail.com without the signature. The email together with this document is confirmation of my signature and declaration.

ENROLMENT FORM DUE 16 March 2025

If this enrolment form is not submitted prior to the due date, the student may not be guaranteed a spot in class and the student may not be eligible for VDET funding which will result in higher school fees. Please refer to the 2025 School Fees and Payment Details form.

Student Drop-Off and Collection Policy

The school has the following procedures in place for the safe drop-off and collection of students from school, both during and after normal school hours (9am to 12:30pm).

- All students to be signed-in in the mornings and signed-out at collection.
- If late, the student must be signed in at office and brought to their classroom by parent / guardian.
- If student needs to leave early (eg. sports events), parent/guardian to collect from classroom and sign the student out.
- All parents / guardians to collect students from classroom.
- Where possible, please notify principal and teachers of absences, delays or early pick-up.