

ENROLMENT FORM 2024 - 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 with 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		Surname	
Middle Name			
Date of Birth (dd/mm/yyyy)	__ __ / __ __ / __ __ __ __	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Home Address			
Suburb		Postcode	

2. Student's Mainstream School Enrolment in 2024

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 2024.	
Student's Victorian Student Number	
Student's Mainstream School Name	
Student's Mainstream School Address	
Suburb	Postcode

3. School-aged student eligibility for Victorian Department of Education funding in 2024

Is the student an Australian or NZ citizen, permanent resident or holds a temporary visa? (funded)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the student enrolled in a fee-paying international student program in any Victorian mainstream school in 2024? (not funded)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is/will the student be enrolled at another Community Language School to learn the same language in 2024? (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 2024? (not funded) If Yes, which school:	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Student's 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. Mother/First Parent/Guardian Details

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

Father/Second Parent/Guardian Details

First Name		Surname	
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		Surname	
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: <http://www.education.vic.gov.au/Pages/privacy.aspx> 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. Photography and Video Consent*

I give permission for the student's photograph, or audio-visual material to be used by Croatian School of Language and Culture Melbourne Inc for use such as school newsletters and promotion, parish promotion or advertising material. I acknowledge this may appear on public social media, websites and community newspapers. Student names will not be used unless permission is provided by parents/guardians.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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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. 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.

9. 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 which includes adherence to all policies and procedures.

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 and Training for data verification and funding purposes;
- the Principal or teacher (where the Principal or teacher in charge is unable to contact me) is allowed to administer such first aid to my child as the Principal or staff member may consider to be reasonably necessary including disclosing 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:

<input type="checkbox"/> 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.	<input type="checkbox"/> 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.
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ENROLMENT FORM DUE 16 March 2024

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 2024 School Fees and Payment Details form.