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School Use Only
Form collected and checked by: Date:
Student ID:

2019 Government School Student Enrolment Form For Senior Secondary Courses

Section 1 - Student Personal Details

Family Name:

Given Names:

Preferred Name:
(if different to given name)

Date of Birth:

Sex: Male Female

Is the student of Aboriginal or Torres Strait Islander origin?
(For persons of both Aboriginal and Torres Strait Islander origin, tick both 'Yes' boxes.)

No Yes, Australian Aboriginal Yes, Torres Strait Islander

In which country was the student born?
Australia Other – please specify

If other, on what date did the student arrive in Australia?

Does the student speak a Language other than English at home? No, English only Yes

Main Language: Other Language(s):

What is the student's cultural background?

Name of Day School/College:

Year Level at Day School/College in 2019:

SACE Registration No. (if known):

Is the student a Full Fee Paying Overseas Student? Yes No If yes, endorsement must be provided by his/her International Student Program manager (ISP), (see Section 10)

Has the student discussed this enrolment with a School of Languages Enrolment Officer? Yes No If no, please contact the School of Languages

Has the student discussed this enrolment with his/her day school/college? Yes No He/She needs his/her day school's endorsement (see Section 10)

Is the language and level for which the student is enrolling available at his/her day school/college? Yes No If yes, a letter of approval signed by his/her day school Principal must accompany this form

Does the student have a sibling studying at the School of Languages? Yes No Name of sibling:

Office use Only

Subject Selection: Enrolment Officer: Date:

Teacher: Schools Online: SACE Coord: Roll Class:

Section 2 - Parent 1/Guardian 1 (in Australia) (Enrolling Parent/Guardian)	Parent 2/Guardian 2 (in Australia)
Mr/Mrs/Ms/Other: <input type="text"/>	Mr/Mrs/Ms/Other: <input type="text"/>
Family Name: <input type="text"/>	Family Name: <input type="text"/>
Given Names: <input type="text"/>	Given Names: <input type="text"/>
Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
Relationship to student: <input type="text"/>	Relationship to student: <input type="text"/>
Work Phone Number: <input type="text"/>	Work Phone Number: <input type="text"/>
Mobile Phone: <input type="text"/>	Mobile Phone: <input type="text"/>
(Contact number for Absence SMS)	Email address: <input type="text"/>
Email address: <input type="text"/>	
(The majority of school communication will be via email or SMS)	

Section 3 - Addresses

Mailing Address (Of Parent/Guardian with whom student lives in Australia)

Title and Name: <input type="text"/>	Phone Number: <input type="text"/>
Address: <input type="text"/>	
Suburb/Town: <input type="text"/>	Student's Mobile Phone: <input type="text"/>
Postcode: <input type="text"/>	
Student's School Email Address: <input type="text"/>	

Residential Address (if different from above)
For Full Fee Paying Overseas students. The contact details of the Parents overseas:

Title and Name: <input type="text"/>	Phone Number: <input type="text"/>
Address: <input type="text"/>	
Suburb/Town: <input type="text"/>	
Postcode: <input type="text"/>	
Email Address: <input type="text"/>	

Section 4 - Emergency Contact if Parent or Guardian cannot be contacted

Name: <input type="text"/>	Home Phone: <input type="text"/>
Relationship to student: <input type="text"/>	Mobile Phone: <input type="text"/>
	Work Phone: <input type="text"/> Ext: <input type="text"/>

Section 5 – Family Court Orders/Children and Young People in Care

Are there any current Court-sanctioned orders relating to this student? Yes No
If yes, please attach a copy of the order for the school's records.

Is the student under the Guardianship of the Chief Executive, DCP or in Alternative Care? Yes No
If yes, please attach a copy of the order.

Section 6 - Medical Conditions

Does the student have a diagnosed medical condition which we should be aware of? Yes No

If Yes, please specify:

If there is a Health Care Plan,
please attach a copy.

Section 7 - Negotiated Education Plan / Individual Education Plan / Individual Learning Plan

Does the student have a diagnosed learning difficulty which we should be aware of? Yes No

If Yes, please specify:

If there is an Education/Learning Plan,
please attach a copy.

Section 8 - Course Details (Refer to a School of Languages Enrolment Officer, phone 8301 4800)

Complete each section and tick as appropriate.

Language enrolling in for 2019:

(Language)

(Day)

Teaching Centre:

Year Level of Course: Year 11 Year 12

Length of course: Whole Year Semester One Semester Two

Course Type: (tick one box from one section only)

SACE:

- Beginners*
- Continuers*
- Background Speakers
- Australian Languages
- Language & Culture

International Baccalaureate:

- Ab Initio
- Language B

** Students enrolling in Beginners Chinese, French, German, Indonesian, Italian, Japanese, Korean and Spanish courses and Continuers Chinese, Japanese, Korean and Vietnamese are required to complete an eligibility form. Eligibility forms are available from the School of Languages. Enrolment is subject to eligibility.*

Eligibility form submitted with Enrolment form: Yes No Not applicable

Section 9 - Previous Language Studies

Has the student studied this Language previously? Yes No

If yes, please indicate where:

(please tick)

(specify)

School of Languages

Ethnic School

Mainstream School

Overseas

Other

In which year(s) ?

Highest Year Level studied:

Section 10 - Endorsement of Student's Day School

This day School/College endorses the enrolment of this student in the School of Languages for the language and level indicated.

For Full Fee Paying Overseas Students – endorsement must be provided by the school's ISP Manager.

Name:

Position:

Date:

Section 11 – Subject Charge and Declaration

Please complete EITHER Column A OR B

Column A – School Declaration

Please complete Column A if the student is studying the language as a part of their subject load (free line).

Column B – Parent/Caregiver Declaration

Please complete Column B if the student is studying the language in addition to a full subject load (no free line).

Subject Charge

The **SCHOOL** will be invoiced:
SACE or IB student - \$150
Full Fee Paying Overseas student - \$840

Extracurricular Charge

The **STUDENT/PARENT** will be invoiced:
SACE or IB student - \$150
Full Fee Paying Overseas student - \$840 (to be paid on enrolment)

School Declaration

To be completed by the Principal (or nominee) of the student’s day School.

I verify that this student is studying the language as part of a subject load in 2019 (the student has a free line at their school).

I have read and understood the School of Languages enrolment information.

I agree that my school is responsible for the payment of all charges.

Name:

Position:

Date:

Parent/Caregiver Declaration

To be completed by: (please tick one only)

the parent/caregiver if the student is under the age of 18

the student if they are under the age of 18 and living independently

the student if they are over the age of 18

I have read and understood the School of Languages enrolment information.

I agree to pay the charge as defined by the School of Languages School Council to undertake the course of instruction, and that this charge is legally recoverable as a debt to the School of Languages School Council in the event of my non-payment of those charges.

I have read and accept the above statements Yes No

Name:

Date:

Section 12 –Agreements and Consents

Cyber-safety Use Agreement and Acceptable Use of ICT Equipment / Devices

I/We have read and understood the Cyber-safety Use Agreement and I am/we are aware of the importance of a cyber-safe learning environment. I/We have read and agree to the Acceptable Use of ICT Equipment /Devices.

Name of Student over 18:

Name of parent/caregiver:

(Not applicable for students living independently or students over 18)

Day School Contact

I/We give permission for the School of Languages to obtain relevant Health Care Plans and Negotiated Education Plans from the day school of my child.

Name of Student over 18:

Name of parent/caregiver:

(Not applicable for students living independently or students over 18)

Permission to use image, video, voice, and/or creative work of students and children

The Department for Education and Child Development (DECD) develops teaching, learning and promotional materials and publishes them in print and digitally (eg on websites). Students also publish their own materials on websites (eg school website, Department of Education website, Scootle™, iTunes™ or other online environments).

I DO grant permission for Department of Education to create/use:

- photographs, video or audio recordings of my child Yes No
- samples of my child's work
- my child's first name and the School of Languages name.

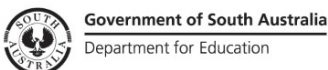
I DO grant permission to distribute them in the following locations:

- printed publications (eg newsletters, promotional material) Yes No
- secure intranet websites and publicly accessible websites, including social media accounts.

Any material placed on publicly accessible websites under a CC-BY-NC licence will be available to download and use. This licence is perpetual (forever), irrevocable, free, worldwide, non-exclusive and allows for the replication, distribution, display, performance and remixing of copyrighted work for non-commercial purposes, provided that the author is credited.

I DO also grant permission for my child to be photographed/recorded by external media organisations for publication/broadcast. Yes No

Please enter your name to confirm the above declaration: (parent/caregiver/student over 18)



Please note: These agreements will remain in force as long as you / your child is enrolled at this school. If it becomes necessary to add/amend any information or rule, you will be advised in writing. If you wish to change any of the consents please advise the school in writing.