

## ENROLMENT FORM 2026 - 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	

### 2. Croatian Class Preference

Class in which to enrol the student at Croatian school:	<b>Saturdays 9-12:30pm</b>	<input type="checkbox"/> Junior (P-3)	<input type="checkbox"/> Middle (4-6)	<input type="checkbox"/> Senior (7-10)
	<b>Wednesdays 5-8:15pm</b>	<input type="checkbox"/> Face to face	<input type="checkbox"/> Online Zoom (*not VDET funded)	

### 3. Student's Mainstream School Enrolment in 2026

Will the student be School-Aged in 2026?	<input type="checkbox"/> YES, the student will be at least 5 years of age by 30 April 2026. <input type="checkbox"/> NO I understand Pre-School Aged will not be eligible for VDET funding.
Will the student be enrolled in 2026?	<input type="checkbox"/> YES <input type="checkbox"/> NO (if not enrolled, not eligible for VDET funding)
Student's Mainstream Year Level in 2026	<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 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Student's Mainstream School Name	
Student's Victorian Student Number 9 digit	
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 2026.	

### 4. School-Aged student eligibility for Victorian Department of Education funding in 2026

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:
Is/will the student be enrolled at another Community Language School to learn the <b>same</b> language in 2026? (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 <b>same</b> language in 2026? (not funded) If Yes, which school:	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 5. 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:	

### 6. Name of Parent/Guardian Details

First Name		Family Name	
Relationship to student		Mobile phone	
Email			

#### Name of Parent/Guardian Details

First Name		Family Name	
Relationship to student		Mobile phone	
Email			

#### Main Emergency Contact Details

First Name		Family Name	
Relationship to student		Mobile phone	
Email			

## 7. 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.

## 8. Photographing, Filming and Recording Students - Annual Consent Form and Collection Notice\*

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. 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. 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. **I consent** to my child being photographed or audio/visually recorded participating in class or school activities for the use and purposes of sharing: i. with other families in the school that will only be sent to school families in my child's class. ii. in the school newsletter iii. on the school website, in CLS marketing, or on CLS social media sites.

☐ **I agree** to the community language school using photos, videos, or recordings of my child as described.

☐ **I do not agree** to the community language school using photos, videos, or recordings of my child as described.

*\*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.*

## 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. **I consent to:** i. the collection of my child's health and personal information by the community language school for the purposes mentioned in this form; ii 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. iii. 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](mailto: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](mailto:croatianschoolmelbourne@gmail.com) without the signature. The email together with this document is confirmation of my signature and declaration.

## ENROLMENT FORM DUE 14 March 2026

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 2026 School Fees and Payment Details form.

## 10. 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. \* Please notify principal and teachers of absences, delays or early pick-up.