



Dear Parent/Carer,

Thank you for your enrolment enquiry at Kambrya College.

To further proceed with your enrolment enquiry, please provide all of the following **compulsory documentation prior to the enrolment proceeding**. **These documents need to be worth 100 points and are a requirement set from the Department of Education.**

**Proof of Residency** – note all these documents should have the same address as the enrolment application form:

- Copy of Both Parent's/Carer's Valid Victorian Driver's Licence listing the residential address
- Rates Notice (current) which must be in the parent's name (as per enrolment enquiry) **OR**
- A certified copy of rental agreement through a Registered Real Estate Agent **OR** an unconditional sale of property document

- Two current utility bills (no more than 3 months old):

1x Gas Bill and 1x Electricity Bill - in the name of the enrolling parents and enrolling residential address listed

**Further Required Documentation:**

- Copy of your child/ren's Birth Certificate
- A copy of the student's most recent Semester One and Semester Two School Reports

If your child was born **OVERSEAS** (including New Zealand), please provide a copy of:

- Passport **AND**
- VISA (The passport must indicate Visa Sub class and whether your child is a Permanent Resident or Temporary Resident).

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

**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

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.

Please read the Secondary School Enrolment Privacy Collection Statement:

<https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

As per our Enrolment Enquiry form, it states that 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 complete and sign the Application for Enrolment form to proceed further with the enrolment enquiry.

Kind Regards,

Kambrya College's Enrolment Officer