



# Application for Enrolment

## 2012 English as a Second Language Units 3 and 4

ESL eligibility is normally decided by the school. This form must be completed by all students who wish to enrol in English as a Second Language (ESL) Units 3 and 4. The completed form must be returned to the home school for endorsement by the principal and retained by the school.

Where the decision is not clear the principal may seek VCAA determination by submitting this form with the required evidence to the Student Records and Results Unit at the Victorian Curriculum and Assessment Authority by the Enrolment 2 deadline.

A covering letter explaining the grounds on which the application is being lodged must accompany this form.

VCAA Student Number

Gender Female  Male

### SECTION 1: PRINCIPAL'S DECLARATION

*To be completed by the principal of the home school for this student. (Please complete using BLOCK LETTERS.)*

I certify that the information below is true and correct to the best of my knowledge. If the student was born overseas or has resided overseas, copies of the following documents are held at the school:

Residence (passport, visa etc.) Yes  No   
 Education (overseas school reports, etc.) Yes  No

**If this application is to be forwarded to VCAA for a determination, copies of these documents must be provided.**

Principal's name \_\_\_\_\_

Principal's signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Home school \_\_\_\_\_ VCAA School Code

### SECTION 2: CERTIFICATION BY STUDENT AND PARENT/GUARDIAN

*Please check carefully the information you have provided before you sign this declaration. (Please complete using BLOCK LETTERS.)*

I certify that the following information is correct to the best of my knowledge.

Family name of student \_\_\_\_\_ Given name \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

I certify that the following information is correct to the best of my knowledge.

Family name of parent/guardian \_\_\_\_\_ Given name \_\_\_\_\_

Parent's/guardian's signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**ESL eligibility is normally decided by the school. Applications for VCAA determination can be sent to the Student Records and Results Unit, VCAA by fax (03) 9651 4470 or mail (41 St Andrews Place, East Melbourne 3002).**

### SECTION 3: GENERAL INFORMATION

What was your first language (the one you first learned to speak)? \_\_\_\_\_

What additional languages other than English can you speak? \_\_\_\_\_

Which of the following best describes your VCE enrolment in 2012? (*Tick one only*)

Full-time Year 12

Full-time Year 11

Other  \_\_\_\_\_

Your date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Country of birth \_\_\_\_\_ Date of arrival in Australia or New Zealand \_\_\_\_/\_\_\_\_/\_\_\_\_

(If you were born overseas)

Age on arrival in Australia or New Zealand (if born overseas) \_\_\_\_\_ years \_\_\_\_\_ months

### SECTION 4: EDUCATIONAL BACKGROUND (*Please complete using BLOCK LETTERS.*)

Please describe each year of your schooling, **including part years**, using the spaces provided below. Please fill in each box. Where you have no information to put in a box, then write 'NIL'.

In column five (5) we ask about the language of instruction at your full-time day school. This means the language most commonly used by teachers during classtime. In column six (6) you must write the approximate hours per week you have studied English in each year level.

Please complete the table starting with your birth year.

Acceptable documentation may be an official letter from the school in the country concerned, or a statement from the Ministry of Education in that country.

Documents provided: \_\_\_\_\_

If you need to add further information, please attach extra pages.

Note: All columns for each year must be completed.

Year (1)	Country of Residence (2)	Name your full-time day school, kindergarten or preschool (3)	Academic Year Studied (e.g. Year 11, Grade 2/Grade 3) (4)	Language of school instruction (5)	English language study hours per week (6)
2011					
2010					
2009					
2008					
2007					
2006					
2005					
2004					
2003					
2002					
2001					
2000					
1999					
1998					
1997					

#### COLLECTION NOTICE

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority established under the *Education and Training Reform Act 2006*. The VCAA has responsibilities relating to both curriculum and assessment across year levels Prep to 12 for all Victorian school students.

The collection of the personal information on this form is required to enable your enrolment in the language units. Without this information, your enrolment cannot proceed.

The personal information you supply in your application is for VCAA internal use only and will not be disclosed to any third party unless required by law.

You are able to request access to the personal information we hold about you, and to request that it be corrected. To do so, please contact the Student Records and Results Unit.