School Based Student Enrolment Application 2014
For students who are still enrolled in their home school
This is an official GST free Tax invoice, no further individual invoices will be sent. ABN 48597078548

Students in Years 7-10 enrolling in 2 or more subjects & students in Years 11-12 enrolling in 3 or more subjects must not use this application form. The home school must contact the DECV for the appropriate application form.**

### Home School Information
<table>
<thead>
<tr>
<th>Name of School</th>
<th>DEECD Registered School Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>School Postal Address</td>
<td></td>
</tr>
<tr>
<td>Suburb/Town</td>
<td>State</td>
</tr>
<tr>
<td>Phone</td>
<td>Fax</td>
</tr>
</tbody>
</table>

### Student Information
<table>
<thead>
<tr>
<th>Year Level Enrolling in the DECV in 2014</th>
<th>Your VSN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you enrolled with DECV before?</td>
<td>Yes</td>
</tr>
<tr>
<td>Previous DECV No. (If known)</td>
<td></td>
</tr>
<tr>
<td>Family Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Second Name</td>
<td></td>
</tr>
<tr>
<td>Date of Birth (dd-mm-yyyy)</td>
<td></td>
</tr>
<tr>
<td>Student Contact Email (Students MUST supply a contact email to be eligible to enrol and confirmation of enrolment will be sent to this email)</td>
<td></td>
</tr>
<tr>
<td>Student Mobile Number</td>
<td></td>
</tr>
<tr>
<td>Student Address Details:</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>Suburb/Town</td>
<td>State</td>
</tr>
<tr>
<td>Home Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

### ENROLMENT OFFICE USE ONLY
<table>
<thead>
<tr>
<th>Enrol Officer:</th>
<th>Enrolment Date:</th>
<th>Computer Generated Student ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials Charge:</td>
<td>Credit Card</td>
<td>Cheque</td>
</tr>
</tbody>
</table>

Page 1
List the Units/Subjects selected individually and tick the semester column indicating in which semester they will be studied. See the relevant year level course outlines for the codes inside the Students in Schools Handbook.

<table>
<thead>
<tr>
<th>Subject title</th>
<th>Unit code</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Unit 1</td>
<td>501EN011</td>
<td></td>
</tr>
<tr>
<td>General Mathematics (Standard) Unit 1</td>
<td>541MA071</td>
<td></td>
</tr>
<tr>
<td>General Mathematics (Advanced) Unit 1</td>
<td>542MA071</td>
<td></td>
</tr>
</tbody>
</table>

Subject Title  Unit Code  Semester
1.  
2.  
3.  
4.  
5.  
6.  

Courses are available online at the DECV web site at www.distance.vic.edu.au. Once enrolled, students will receive a confirmation email including their username and password for online access.

ALL STUDENTS MUST COMPLETE THIS IMPORTANT DECLARATION

1. “DECV Privacy Policy” and “Online Acceptable Use Policy”
   By signing this important declaration form, I acknowledge I have understood the DECV Privacy Policy and the Online Acceptable Use Policy.

2. Student work examples
   There are occasions throughout the year when we may require examples of student work for displays at the DECV and for internal educational publications only, such as general student response sheets and the online learning environment (which requires password access).
   Please tick the box if you DO NOT give permission.

3. Submission of Work
   I also understand that a condition of this enrolment is that the student must submit work regularly, in accordance with the prescribed timetable. I understand that if I fail to do so my enrolment may be cancelled at any time.

4. For International Students Only
   Student’s Visa Sub Class  Visa Expiry Date: 

   I have read and understood the above conditions and accept them fully.

   Signature of Student:  Date: 

Student enrolment Information

List the reasons why you are enrolling at the DECV

To help teachers provide a better service to students it is important for us to be aware of any special circumstances that may affect their progress while at DECV. It is vitally important that you let us know about any issues or problems relevant to the student’s education in the space provided below.

History of Allergies:  

Is the student subject to Anaphylaxis?  

Has the student been diagnosed with ASD/Aspergers?  

Has the student been diagnosed with any other condition?  

If Yes, list details:
1. Is this a late VCE enrolment? See the dates below. If YES, you must contact DECV Enrolments before further processing.
Closing dates for VCE applications are:
VCE Units 1, 2, 3, 4, Friday, 14 February 2014 (NB Semester 1 courses commence 3 February)
VCE Units 1 and 2 only, Friday, 27 June 2014 (NB Semester 2 courses commence 16 June)

2. Have you included the correct fees with this application?

3. Have you signed this application?

4. Is this a PART TIME enrolment? DO NOT use this form for FULL TIME DECV enrolment, contact the DECV for the appropriate form (see ** on page one).

5. Is this a full fee paying international student?

SCHOOL PRINCIPAL ENDORSEMENT OF THIS APPLICATION
Signature of the School Principal is required on all enrolments. Failure to have this signed will delay the processing of this application.
- I understand that it is the responsibility of the school requesting the teaching services from the Distance Education Centre, Victoria to collect and pay the appropriate fees with this application.
- I am aware of my responsibility in nominating a distance education supervisor who will coordinate the SACs (School Assessed Coursework), the exams and all other matters related to students enrolled with DECV and acknowledge the expected role of the nominated supervisor as outlined in the enrolment handbook under the Nominated Supervisor Requirements.
- I will also ensure that the VASS Coordinator correctly enters the DECV (01114) as the assessing school for VCAA registration where applicable.

Principal's Name

Principal's Signature

Date

Home School Supervisor Section
This section must be completed by the Supervisor

Supervisor's First Name

Supervisor's Family Name

Supervisor's School Phone Number

Supervisor's Email
The following Fees apply for each student EXCEPT students studying Year 7-10 Philosophy.

Fees per Unit/Subject per student in a Government school: $80/$160
Fees per Unit/Subject per student in a Non Government school: $405/$810

For those students studying the following subjects the above fees do not apply.

Year 7-10 Philosophy Enrolment Fee:
$100 for each student from a Government school
$200 for each student from a Non Government school

After materials have been received and the course has commenced, no refunds will apply. The DECV cannot accept responsibility for changes in personal circumstances after the receipt of materials and once instruction has commenced. Refunds will be considered under "exceptional circumstances" only. Requests must be in writing. A $30 administrative fee will be deducted.

There will be NO refunds after Term 1 in Semester 1 or Term 3 in Semester 2.

Please ensure you have completed the following requirements before submitting your application, otherwise your application will be delayed.

- Signed declaration (by student)
- Principal's endorsement
- Supervisor's name and email
- Contacted the DECV for a late enrolment
- Payment has been attached

Post OR Fax your application
Please Note: if you choose the fax option, fax all pages of the form, keep the original(s) and do not send it in the mail.

Mail: Enrolment Office
Distance Education Centre Victoria
315 Clarendon Street
Thornbury, VIC 3071

Fax: (03)9416-8487
DANCE PRE-ENROLMENT FORM UNITS 1 – 4 2014

Student Name: ___________________________________________________________
Student Address: ___________________________________________________________________________________
____________________________________________________________________________________
Mobile: ___________________________ Students email: ___________________________
Name of school: ____________________________________________Level at school for most subjects: ___________________________

Please tick your dance subjects for Semester 1 and 2:  Unit 1  Unit 2  Unit 3  Unit 4

Student Enrolment Prerequisites - tick the following if applicable

❑ I am enrolled with a studio teacher for the duration of this Unit, and I am attending dance/movement tuition in a group class of a minimum of 1.5 hours per week. (We do recommend more than this)
❑ (Year 11 students) I will be available for dance performance assessment with my DECV teacher at designated times.
❑ (Year 12 students) I will be available for solo dance performance assessment workshops/seminars and written exam with the Victorian Curriculum Assessment Authority (Dance) at designated times.
❑ I understand that it is recommended that I have 3–4 years dance/movement experience prior to commencement of the VCE dance course.

You will need to have access to:

- A camera to film your own dance works for assessment and a DVD player or computer for the required viewing.
- Internet

See AUSDANCE for information about Dance teachers in your area:  www.victoriandancedirectory.com.au
Street address:  45 Moreland Street, Footscray.  3006   Ph: 9689-2055

Studio Teachers Enrolment Prerequisites

Teacher’s Name: _________________________________________________________________________

Studio Name and Postal Address: ____________________________________________________________

Postcode: __________________

Mobile: _______________________Preferred email: _______________________________________

Dance style/s taught_________________________________________

Studio Teacher Attendance Records – Please Note:

❑ It is the student’s responsibility to ask their studio teacher to record weekly attendance at dance class on a record sheet in order to satisfactorily complete each unit of work. (80% attendance required each term and 1.5 hour class per week minimum).

For your information:

Safe Dance Practice (as in the Australian Guidelines for Dance Teachers published by AUSDANCE) involves:

❑ Warm-up and down before and after dance session, and plan ‘peaks’ and sufficient rest periods.
❑ Demonstrate ‘safe’ strategies for jumping, turning, lifting, weight transfer, and partnering.
❑ Be aware of common injuries and implement effective strategies for injury prevention.
❑ In case of injury employ RICED – Rest, Ice, Compression, Elevation, Diagnosis.
❑ Encourage healthy lifestyles and good nutrition for dance students.
❑ Communicate balanced approach to performance and training through stress management, relaxation and realistic goal-setting. Be aware of the physical, social and psychological development of students and how the style, technique and goals of your studio will impact on these.
❑ I am aware that the DECV Dance teacher is responsible for the delivery of the theoretical aspect of the VCE Dance course and that I will be assisting the student in the development of their technique and preparation for their solo/s.

Studio Teacher Agreement:

I have read the above information and agree to supervise the technical classes of the following student. I understand the participation in these classes will contribute to the student’s completion of VCE Dance.

Student’s name: ___________________________________________________________

Studio Teacher’s name: _______________________________________________________

Studio Teacher’s signature: ___________________________________________________

Dated: ___________________