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 Email: enrol@distance.vic.edu.au
 www.distance.vic.edu.au

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

All schools must complete this section

Name of School DEECD Registered School Number

School Postal Address

Suburb/Town State Postcode

Phone Fax

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Student Information

All students must complete this section

Year Level Enrolling in the DECV in 2014 Your VSN

Have you enrolled with DECV before? Yes No Your VCAA No. (If known)

Previous DECV No. (If known)

Family Name

First Name

Second Name:

Date of Birth (dd-mm-yyyy) - - Gender Female Male

Student Contact Email (Students MUST supply a contact email to be eligible to enrol and confirmation of enrolment will be sent to this email)

Student Mobile Number

Student Address Details:

Street Address

Suburb/Town State Postcode

Home Phone Number

ENROLMENT OFFICE USE ONLY

| | | | |
|-------------------|---|--------------------------------|----------|
| Enrol Officer: | Enrolment Date: | Computer Generated Student ID: | |
| Materials Charge: | <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Unpaid | Fees Due: | \$ _____ |

Subject Selection

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**.

| Examples: | Unit code | Semester |
|---------------------------------------|-----------|--|
| Subject title English Unit 1 | 501EN011 | <input checked="" type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2 |
| General Mathematics (Standard) Unit 1 | 541MA071 | <input checked="" type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2 |
| General Mathematics (Advanced) Unit 1 | 542MA071 | <input checked="" type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2 |

| Subject Title | Unit Code | Semester |
|---------------|--|---|
| 1. _____ | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2 |
| 2. _____ | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2 |
| 3. _____ | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2 |
| 4. _____ | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2 |
| 5. _____ | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2 |
| 6. _____ | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="checkbox"/> Sem 1 <input type="checkbox"/> Sem 2 |

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.

Student Declaration

All students must complete this section

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: No Yes _____

Is the student subject to Anaphylaxis? No Yes

Has the student been diagnosed with ASD/Aspergers? No Yes

Has the student been diagnosed with any other condition? No Yes

If Yes, list details: _____

Up Front Fees for 2014

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

FEES FOR THIS STUDENT \$

Payment of the Fees

Fees are payable by Cheque or Money Order made out to DECV (attached to the front of this form).

Fees can also be paid via EFTPOS in person, or credit card below.

CREDIT CARD PAYMENTS

Please debit my: Visa MasterCard

Name On Card

Credit Card Number - - -

Expiry Date / Amount \$.

Signature _____ Date / /

REFUND POLICY

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: _____

Postcode: _____

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:

