

WHAT DOCUMENTS ARE IN THE ENROLMENT CONFIRMATION (EC) KIT?

ENROLMENT APPLICATION (EC) KIT:

Document	Description	Audience
EC - Confirmation of Enrolment Form	A PDF form for schools to collect additional information at the time of confirming enrolment. Can be accessed online or printed to provide to parents.	Legal Guardians
EC – Catholic Education Information Collection Notice	A PDF form for schools to print and provide to parents and additional contact persons for their signature.	Legal Guardians and Additional Contact Persons
EC – Additional Contact Person Form	A PDF form for parents to nominate additional related persons as part of the Enrolment Confirmation process (on the basis of having financial responsibility, providing some degree of care or acting as an emergency contact for the student.) Can be accessed online or printed to provide to parents.	Legal Guardians
EC – Acceptable Use of Computer and Internet Resources Consent Form	A PDF form for schools to print and provide to parents and students for signature. A requirement for Confirmation of Enrolment to be effected.	Legal Guardians and Students
EC – ICT Device Consent Form	A PDF form for schools to print and provide to parents and students for signature, if applicable.	Legal Guardians and Students
EC – Media and Communications Consent Form	A PDF form for schools to print and provide to parents and students for signature. A requirement for Confirmation of Enrolment to be effected.	Legal Guardians and Students
EC – Revision of Financial Obligations Form	An online PDF form to be used when Account Holder financial arrangements change (after enrolment confirmation, from details provided at time of Confirmation of Enrolment). Can be accessed online or printed to provide to parents.	Account Holders
EC – Revision of Information Supplied Form	A PDF form to be used when information on the Application for Enrolment Form changes (both before and after Confirmation of Enrolment and whenever necessary during the enrolment of the student). Can be completed online or printed to provide to parents.	Legal Guardians

Points to note about the Enrolment Confirmation form:

- The form is designed to be used at the Enrolment Confirmation stage when parents may also be asked to pay a deposit. For some schools, there may be a significant time gap between initial enrolment and confirmation, meaning information may have changed.
- Where there is no significant time gap, some details may not need to be re-confirmed (eg. addresses).
- However, the **Acceptance of Enrolment Agreement and Financial Obligation** **MUST** be completed and signed, along with all specified and other school requested consent forms.