



Melville Senior High School Enrolment supporting documentation - Proof of residential address

1. Proof of ownership of the property by the parent/s where the student will reside is to be provided. This may be a current rate notice from the local council.
2. Where the family rents a property, a copy of the rental agreement (minimum 12 months). If the rental agreement is a private arrangement then a Statutory Declaration, authorised by a **Justice of the Peace**, will be needed from the Lessor to verify the place of residence. If at the time of submitting the Application to Enrol, it is not possible to show an extended lease of 12 months, a copy of a new lease agreement must be provided to the school prior to the student commencing.
3. The renting of a room in a property is not acceptable for enrolment.

Supporting evidence for residential address

Applicants must also provide a minimum of 2 further pieces of evidence to confirm their residential address.

This **must** include the latest electricity account

Plus, one of the following:

- Latest gas accounts
- Telephone accounts
- Current bank statements showing the address
- Driver's License
- Pension/Health Care Card
- Removalist documents
- Home and/or Contents insurance record

Any other documents that may support the application as proof of residence.

Statutory Declarations will not be accepted in the case of living with a friend or relative.

It is essential that the school is informed immediately of any change of particulars (e.g. address of usual place of residence, phone number/s, court orders or details of guardianship). It is vital that all the information provided is accurate and updated.

Change of Address

Continual enrolment at Melville Senior High School is not assured where a family (student) changes residence outside the school boundary.

Parents are reminded that under the Education Act 1999, Division 2.20 *"the Principal may cancel the enrolment if false or misleading information was given"*

1. It is a requirement that the school is informed immediately of any change of address.
2. It is also a requirement that all the information provided is accurate.

Note the Department of Education's Enrolment Policy states: Cancellation of enrolment

Section 20. (1) The Principal of a school may cancel the enrolment of an enrollee at the school if the principal is satisfied that –

- (a) the enrolment was obtained by the giving of false or misleading information; or
- (b) Section 17 has not been complied with.

Note that Section 17 states: Change of particulars

Section 17. (1) Where there is a change in –

- (a) the place of residence of an enrol; or
- (b) the particulars referred to in section 16 (1 (b) or (c) in respect of the enrollee, notice of the change is to be given to the principal of the school at which the enrollee is enrolled –
- (c) by a parent of the enrollee;

Parents must notify the school of any changes to a student's Citizenship, i.e. current Visa sub Class when changing from Temporary Resident to Permanent Resident or where a student becomes an Australian Citizen. A copy of this documentation is required for our records.