**Amend a school boarding premises registration**

Application form

About this form

Use this form to apply to amend your school boarding premises registration. You must **complete Parts A and D** of the form and the parts relevant to your proposed amendment:

* open an additional school boarding premises (**Part B**)
* relocate the school boarding premises (**Part C**)

For more information, see:

* [Register a school boarding premises – Application form](https://www.vrqa.vic.gov.au/Documents/SBPregApplicationForm.docx)
* [Guidelines to the Minimum Standards and Requirements for School Boarding Premises](https://www.vrqa.vic.gov.au/Documents/boardingpremisesguidelines.docx) Registration   
  (the Boarding Guidelines)

Providing evidence

School boarding premises are required to provide documentation as evidence that they meet the minimum standards for school boarding registration.

Our *Guidelines to the Minimum Standards and Requirements for School Boarding Premises Registration* provides advice on the documentation required to apply to register an independent school and to apply to amend a school registration.

The evidence you provide will depend on what you are applying to do. Evidence checklists are linked throughout the form and outline exactly what is required for each application.

The checklists and guidelines are also available on the VRQA website at:

* [www.vrqa.vic.gov.au/schools](http://www.vrqa.vic.gov.au/schools)

Application timelines

An application must be made to the VRQA no later than:

1. 30 June in the year before the year the school intends to implement the change; or
2. a later date in the year determined by the VRQA.

Associated documents

* Guidelines to the Minimum Standards and Requirements for School Boarding Premises Registration (the Boarding Guidelines)

Submitting your application

Submit an electronic copy of your application to the VRQA Schools inbox as a zip file at:

* + [vrqa.schools@education.vic.gov.au](mailto:vrqa.schools@education.vic.gov.au)

Use the format below when naming your electronic files:

* + **<checklist\_number>\_<school\_name>\_<school\_location>.docx**

When naming your electronic files:

* the file names should be named as per the item numbers in the evidence checklist (Part C of this application)
* keep the filenames short and do **NOT** use apostrophes, ampersands (&) or dashes
* use the school initials rather than full school name
* if your application contains multiple documents for the same item number, include a modifier (i.e., a, b, c…) at the end of the item number
* if the documents contain images, please ensure size does not exceed 50 MB
* limit any folder to 1-2 sub-folders.

Disclaimer: While the applications will only be accepted in electronic format, the VRQA may request paper copies of documents during the assessment process.

Privacy disclaimer

The VRQA requires the information collected in this application for the purpose of registering and regulating schools under the *Education and Training Reform Act 2006* (the Act). Once registered, some information about schools will be made available to the public on the State Register. Information may also be shared with other government organisations if required for their functions, in accordance with the Act. The VRQA is committed to handling all personal information securely in accordance with the *Privacy and Data Protection Act 2014*.

To learn more about how the VRQA handles personal information, read the VRQA privacy policy at:

* [Information Privacy Policy](https://www.vrqa.vic.gov.au/Documents/privpolicy.docx)

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| **School Boarding Premises Name:** | | | | | | |  | | | | | | | | | | | | |
| Part A – Governance and school boarding premises information  All applicants complete | | | | | | | | | | | | | | | | | | | |
| **Chair of governing body** (if applicable) | | | | | | | | | | | | | | | | | | | |
| A.1 | Chair of governing body | | | | Full name  (Mr. Mrs. etc.) | | | |  | | | | | | | | | | |
| A.2 | Chair’s title | | | |  | | | | | | | | | | | | | | |
| A.3 | Postal address | | | | Street address | | | |  | | | | | | | | | | |
| Suburb/town | | | |  | | | | | | | Postcode | | |  |
| Telephone | | | |  | | | | | | | | | | |
| Mobile | | | |  | | | | | | | | | | |
| Email | | | |  | | | | | | | | | | |
| **Entity details** | | | | | | | | | | | | | | | | | | | |
| A.4 | School or Legal Entity name\* | | | | |  | | | | | | | | | | | \* Invoices will be addressed in this name | | |
| A.5 | Legal entity contact | | | | | Full name  (Mr. Mrs. Ms. etc) | | | | | | | | | | | | | |
|  |  | | | | | Position | | | | | | | | | | | | | |
|  |  | | | | | Mobile phone no | | | | | | | | | | | | | |
| A.6 | School or Organisation legal entity type | | | | |  | | Association | | | |  | | Community Based Organisation | | | | | |
|  | | Co-operative | | | |  | | Company | | | | | |
|  | | Company limited by guarantee | | | |  | | Company limited by shares | | | | | |
|  | | Incorporated Association | | | |  | | Partnership | | | | | |
|  | | Sole Trader | | | |  | | Statutory Authority | | | | | |
| ☐ | | Unincorporated entity/association | | | | | | | | | | | |
| A.7 | Postal address | | | | | Street address | | | | |  | | | | | | | | |
| Suburb/town | | | | |  | | | | | Postcode | |  | |
| Telephone | | | | |  | | | | | | | | |
| Email | | | | |  | | | | | | | | |
| A.8 | Australian Company Number (ACN) \*If applicable | | | | | | | | | |  | | | | | | | | |
| A.9 | Australian Business Number (ABN) | | | | | | | | | |  | | | | | | | | |
| A.10 | Number of school boarding premises sites owned or operated | | | | | | | | | |  | | | | | | | | |
| **Primary Contact details** | | | | | | | | | | | | | | | | | | | |
| A.11 | Primary contact person | | | | | Full name  (Mr. Mrs. etc.) | | | | |  | | | | | | | | |
| A.10 | Position | | | | |  | | | | | | | | | | | | | |
| A.11 | Postal address | | | | | Street address | | | | |  | | | | | | | | |
| Suburb/town | | | | |  | | | | | Postcode | | |  |
| Telephone | | | | |  | | | Mobile | |  | | | |
| Email | | | | |  | | | | | | | | |
| A.12 | Contact for invoicing | | | | | Full name | | | | |  | | | | | | | | |
| Email | | | | |  | | | | | | | | |
| **School boarding premises details** | | | | | | | | | | | | | | | | | | | |
| A.13 | School boarding premises  Name | | | | |  | | | | | | | | | | | | | |
| A.14 | School boarding premises address | | | | | Street address | | | | |  | | | | | | | | |
| Suburb/town | | | | |  | | | | | Postcode | | |  |
| Telephone | | | | |  | | | | | | | | |
| Website | | | | |  | | | | | | | | |
| A.15 | Postal address  if different from above | | | | | Street address | | | | |  | | | | | | | | |
| Suburb/town | | | | |  | | | | | Postcode | | |  |
| A.16 | Names and addresses of any additional existing school boarding premises  Add rows as required | | | | | School boarding premises name | | | | |  | | | | | | | | |
| Street address | | | | |  | | | | | | | | |
| Suburb/town | | | | |  | | | | | Postcode | | |  |
| Telephone | | | | |  | | | | | | | | |
| **Other registrations** | | | | | | | | | | | | | | | | | | | |
| A.17 | | Indicate the other registrations held by the legal entity. Select all that apply. | | | | | | | | | | | | | | | | | |
|  | School registration | | | | | | | School No: | | |  | | | | | | |
|  | RTO | | | | | | | RTO number (TOID) | | |  | | | | | | |
|  | CRICOS | | | | | | | Provider No: | | |  | | | | | | |
|  | Overseas Secondary Student Exchange Organisation | | | | | | | | | | | | | | | | |
|  | Senior Secondary International Baccalaureate Diploma Programme | | | | | | | | | | | | | | | | |
|  | Senior Secondary VCE | | | | | | | | | | | | | | | | |
|  | Senior Secondary VCAL | | | | | | | | | | | | | | | | |
|  | Other |  | | | | | | | | | | | | | | | |
| **Commencement** | | | | | | | | | | | | | | | | | | | |
| A. 20 | | Nominate a commencement date for the proposed amendment to take effect | | | | | | | | | | | | |  | | | | |

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| Part B – Application to include an additional school boarding premises | | | | | | | | | | | | | | | | | | | | | | |
| **School boarding premises details** | | | | | | | | | | | | | | | | | | | | | | |
| B.1 | New school boarding premises name | | | | |  | | | | | | | | | | | | | | | | |
| B.2 | School boarding premises address | | | | | Street address | | | |  | | | | | | | | | | | | |
| Suburb/town | | | |  | | | | | | Postcode | |  | | | | |
|  |  | | | | | Website | | | |  | | | | | | Telephone | |  | | | | |
| B.3 | Postal address  if different from above | | | | | Street address | | | |  | | | | | | | | | | | | |
| Suburb/town | | | |  | | | | | | Postcode | |  | | | | |
| B.4 | School boarding premises Primary Contact | | | | | Full name  (Mr. Mrs. etc.) | | | |  | | | | | | | | | | | | |
| Email | | | |  | | | | | | | | | | | | |
| Telephone | | | |  | | | | | | | | | | | | |
| Mobile | | | |  | | | | | | | | | | | | |
| B.5 | Will the proposed school boarding premises have the same governing body as the registered school? | | | | |  | | | Yes, go to B.6 | | | | | | |  | No, continue below | | | | | |
| Chair of governing body/subcommittee | | | | | Full name (Mr. Mrs. etc.) | | | |  | | | | | | | | | | | | |
| Chair’s title | | | | |  | | | | | | | | | | | | | | | | |
| Chair details | | | | | Street address | | | |  | | | | | | | | | | | | |
| Suburb/town | | | |  | | | | | | Postcode | |  | | | | |
| Telephone | | | |  | | | | | | | | | | | | |
| Mobile | | | |  | | | | | | | | | | | | |
| B.6 | Will any of the school boarding premises governance arrangements differ to the registered school boarding premises? | | | | |  | | | Yes  Please provide evidence including how the school boarding premises governance is structured and how it reports to the school governing body. | | | | | | |  | No, go to B.7 | | |
| B.7 | Affiliation of proposed school boarding premises | | | | | | | | | | | | | | | | | | | | | |
| Religious or other | | | | |  | | | Yes, please select: | | | | | | |  | No, go to B.8 | | | | | |
| Anglican ☐ Apostolic ☐ Baptist ☐ Brethren ☐ Catholic ☐ Christadelphian  ☐ Christian ☐ Church of Christ ☐ Coptic Orthodox ☐ Eastern Orthodox  ☐ Ecumenical ☐ Greek Orthodox ☐ Interdenominational ☐ Islamic ☐ Lutheran  ☐ Maronite Catholic ☐ Multi-Denominational ☐ Non-Denominational  ☐ Oriental Orthodox ☐ Pentecostal ☐ Salvation Army  ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | |
| B.8 | Type of school associated with proposed school boarding premises \* if applicable | | | | | | | | | | | | | | | | | | | | | |
| Will the addition of the proposed school boarding premises involve any change to the current type of school registration? | | | | | | | | | | | | | | | | | | | | | |
|  |  | No |  | | Yes | | If yes, select all that apply | | | | | | | | | | | | | | | |
|  |  |  |  |  | | |  | | Primary | | | |  | Secondary | | |  | | | | | |
|  |  |  | | Co-educational | | | |  | Single sex | | | Boys | |  | Girls | | |
|  |  | Specific purpose\* | | | | | |  | Specialist\* | | |  | | | | | |
| B.9 | The age range and number of students at each year level to be offered at the proposed school boarding premises (if relevant) | | | | | | | | | | | | | | | | | | | | | |
| Year level (if relevant) | | | | Age range of students | | | | | | | | | | No. of students | | | | | | |
| *e.g. Year 7* | | | | *11–13.5 years* | | | | | | | | | | *17 students* | | | | | | |
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| Please add additional rows as required | | | | | | | | | | | **Total** | | |  | | | | | | |
| B.10 | Staff at the proposed school boarding premises | | | | | | | | | | | | | | | | | | | | |
| Full name | | | | | | | Qualification | | | | | | | Job Title | | | | | |
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| Please add additional rows as required. | | | | | | | | | | | | | | | | | | | | | |
| B.11 | Facilities of school boarding premises | | | | | | | | | | | | | | | | | | | | | |
| *e.g. buildings, facilities and grounds* | | | | | | | | | | *e.g. buildings, facilities and grounds* | | | | | | | | | | | |
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| **vidence checklist** | | | | | | | | | | | | | | | | | | | | | |
| B.12 | Use the following checklist to compile your evidence portfolio to support your application. | | | | | | | | | | | | | | | | | | | | |
|  | * [Additional school boarding premises – evidence checklist](https://www.vrqa.vic.gov.au/Documents/SBPadditionalsiteevidencechecklist.docx) | | | | | | | | | | | | | | | | | | | | |
|  | **Reminder:** All applicants must complete Part D. | | | | | | | | | | | | | | | | | | | | |

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| Part C – Application to relocate a school boarding premises | | | | | | | | | |
| **School/school boarding premises details** | | | | | | | | | |
| C.1 | Location of current school boarding premises | Street address | |  | | | | | |
| Suburb/town | |  | | | | Postcode |  |
| C.2 | Name of new school boarding premises \*If applicable |  | | | | | | | |
| Location of new school/school boarding premises | Street address | |  | | | | | |
| Suburb/town | |  | | | | Postcode |  |
| Telephone | |  | | | | | |
| Website | |  | | | | | |
| C.3 | What are the plans for the existing school boarding premises site? |  | | | | | | | |
| C.4 | Boarding services to be offered | | | | | | | | |
| Year level (if relevant) | Age range of students | | | | | No. of students | | |
| *e.g. Year 7* | *e.g. 11–13.5 years* | | | | | *17 students* | | |
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| Please add additional rows as required | | | | | **Total** |  | | |
| C.5 | Staff at the new school boarding premises location | | | | | | | | |
|  | Full Name | | Qualification | | | | Job Title | | |
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| Please add additional rows as required. | | | | | | | | |
| C.6 | Facilities of new school boarding premises | | | | | | | | |
| *e.g. buildings, facilities and grounds* | | | | *e.g. buildings, facilities and grounds* | | | | |
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| **Evidence checklist** | | | | | | | | | |
| C.7 | Use the following checklist compile your evidence portfolio to support your application. | | | | | | | | |
|  | * [Relocation of a school boarding premises evidence checklist](https://www.vrqa.vic.gov.au/Documents/SBPrelocationevidencechecklist.docx)   **Reminder:** all applicants must complete Part D. | | | | | | | | |

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| Part D – Declaration   |  |  |  |  | | --- | --- | --- | --- | | **I acknowledge that:**   * the information contained in this application is true and correct * if registered, the school boarding premises will comply with the requirements of the Act and the ETR Regulations * if registered, the school boarding premises will have suitable arrangements in place to enable it to comply with the Guidelines to the Minimum Standards and Requirements for School Boarding Registration. | | | | | Full name | (please print) | | | | Position |  | | | | Date | (day) | (month) | (year) | | Signature |  | | | | **Witness**  Before me: | | | | | Witness name |  | | | | Witness title |  | | | | Witness address |  | | | | Signature |  | | | |