**Amend an independent school’s registration**

Application form

About this form

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

* open an additional campus (**Part B**)
* relocate the school or campus (**Part C**)
* add a year level (**Part D**)
* include an additional foundation secondary or senior secondary course (**Part D**).

If you are seeking to amalgamate two or more registered schools, you must apply for registration as a new school by completing an application form.

For more information, see:

* [Application to Register an Independent School](https://www.vrqa.vic.gov.au/Documents/registration-schoolapplication.docx)

Providing evidence

Schools are required to provide documentation to demonstrate that they meet the minimum standards for school registration.

Our *Guidelines to the Minimum Standards and Requirements for School Registration* provide advice on the evidence required to apply to register an independent school and to apply to amend your 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 by no later than **30 June** in the year before the year the school intends to implement the change.

**Associated documents**

* [Guidelines to the Minimum Standards and Requirements for School Registration (the Guidelines)](https://www.vrqa.vic.gov.au/Documents/schoolstandards.docx)
* [Amend an Independent School’s Registration – Information sheet](https://www.vrqa.vic.gov.au/Documents/schreginfosht.docx)

Submitting your application:

Submit an electronic copy of your application to the VRQA Schools inbox as a zip file or via a file sharing platform, such as Dropbox, at:

* + vrqa.schools@education.vic.gov.au

Use the format below when naming your electronic files:

* + **<checklist\_number>\_<school\_name>.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 Name |  |
| Part A – Governance and school informationAll 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 |  | Fax |  |
|  |  | Mobile |  |
|  |  | Email |  |
| **Entity details** |
| A.4 | Legal entity nameInvoices will be addressed in this name |  |
| A.5 | Legal entity type |[ ]  Company limited by guarantee |[ ]  Company limited by shares |
|  |  |[ ]  Incorporated entity/association  |[ ]  Unincorporated entity/association |
|  |  |[ ]  Co-operative |[ ]  Other please specify |
| A.6 | Postal address | Street address |  |
|  |  | Suburb/town |  | Postcode |  |
|  |  | Telephone |  |
|  |  | Email |  |
| A.7 | Australian Company Number (ACN) \*If applicable |  |
| A.8 | Australian Business Number (ABN) |  |
| **Contact for application** |
| A.9 | 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 |  |

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| **School details** |
| A.13 | School name |  |
| A.14 | Principal’s details ▼ | Full name(Mr. Mrs. etc.) |  |
|  |  | Email |  |
|  |  | Telephone |  | Fax |  |
|  |  | Mobile |  |
| A.15 | School address | Street address |  |
|  |  | Suburb/town |  | Postcode |  |
|  |  | Telephone |  |
|  |  | Website |  |
| A.16 | Postal addressif different from above | Street address |  |
|  |  | Suburb/town |  | Postcode |  |
| A.17 | Name and addresses of any existing campusesAdd rows as required  | Campus name |  |
|  |  | Street address |  |
|  |  | Suburb/town |  | Postcode |  |
| **Other registrations** |
| A.18 | Indicate the other registrations held by the legal entity. Select all that apply. |
|  | [ ]  | Senior Secondary: Victorian Certificate of Education (VCE) |
|  | [ ]  | Foundation Secondary: Victorian Pathways Certificate (VPC) |
|  | [ ]  | Senior Secondary: International Baccalaureate (IB) Programme |
|  | [ ]  | Student Exchange Organisation |
|  | [ ]  | School Boarding Premises |
|  | [ ]  | Registered Training Organisation (RTO) | RTO number (TOID) |  |
|  | [ ]  | CRICOS | Provider No: |  |
| A.19 | Indicate the other registrations you have applied for. Select all that apply. |
|  |[ ]  VCE |
|  |[ ]  VPC |
|  |[ ]  IB Diploma Programme |
|  |[ ]  School Boarding Premises |
|  |[ ]  RTO |
|  |[ ]  CRICOS |
|  |[ ]  Other  |  |
| **Commencement**  |
| A. 20 | Nominate a commencement date for the proposed amendment to take effect (dd/mm/yyyy) |  |

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| Part B – Application to include an additional campus |
| **Campus details** |
| B.1 | New campus name |  |
| B.2 | Campus address | Street address |  |
|  |  | Suburb/town |  | Postcode |  |
|  |  | Website |  | Telephone |  |
| B.3 | Postal address if different from above | Street address |  |
|  |  | Suburb/town |  | Postcode |  |
| B.4 | Campus principal | Full name(Mr. Mrs. etc.) |  |
|  |  | Email |  |
|  |  | Telephone |  | Fax |  |
|  |  | Mobile |  |
| B.5 | Will the proposed campus 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 |  | Fax |  |
|  |  | Mobile |  |
| B.6 | Will any of the campus’s governance arrangements differ from the school’s or other existing campuses? |[ ]  YesPlease provide evidence including how the campus’s governance is structured and how it reports to the school governing body. |[ ]  No, go to B.7 |
| B.7 | Type of campusWill the addition of the campus involve any change to the school’s type of registration? |
|  |[ ]  No |[ ]  Yes | If yes, select all that apply |
|  |  |  |  |  |[ ]  Primary |[ ]  Secondary |  |
|  |  |  |  |  |[ ]  Co-educational |[ ]  Single sex |[ ]  Boys |[ ]  Girls |
|  |  |  |  |  |[ ]  Specific purpose\* |[ ]  Specialist\* | \*See Information Sheet for details |

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| B.8 | The age range and number of students at each year level to be offered at the additional campus |
|  | Year level | Age range of students | No. of students |
|  | *e.g. Year 7* | *11–13.5 years* | *17 students* |
|  |  |  |  |
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|  |  |  |  |
|  |  | **Total** |  |
|  |  |  |  |
| B.9 | Will this campus deliver a foundation secondary and/or senior secondary course? |[ ]  No |[ ]  Yes | If yes, select all that apply: |
|  |  |  |  |  |  | [ ]  VCE |
|  |  |  | [ ]  | VPC |
|  |  |  | [ ]  | IB Diploma Programme |
| **Evidence checklist** |
| B.10 | Use the following checklist to compile your evidence portfolio to support your application. |
|  | * [Amend an Independent School’s Registration to include additional campus – evidence checklist](http://www.vrqa.vic.gov.au/Documents/schlistcampus.docx)
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|  | **Reminder:** all applicants must complete Part E |

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| Part C – Application to relocate a school or campus |
| **School/campus details** |
| C.1 | This is a relocation of a: | ☐ | School | ☐ | Campus |
|  | Location of current campus | Street address |  |
| Suburb/town |  | Postcode |  |
| C.2 | Name of new school/campus |  |
| Location of new school/campus | Street address |  |
| Suburb/town  |  | Postcode |  |
| Telephone |  |  |  |
| C.3 | What are the plans for the existing school/campus site?  |  |
| C.4 | Number of students at each year level to be offered at the new location |
|  | Year level | No. of students |
| *e.g. Year 7* | *e.g. 17 students* |
|  |  |
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| Add additional rows as required |  |
| Total |  |
| **Evidence checklist** |
| C.5 | Use the following checklist compile your evidence portfolio to support your application. |
|  | * [Amend an Independent School’s Registration to relocate a school or campus – evidence checklist](http://www.vrqa.vic.gov.au/Documents/schlistrelocation.docx)

**Reminder:** all applicants must complete Part E |

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| Part D – Applying for an additional year level and/or foundation secondary or senior secondary courses |
| **Year level information**  |

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| D.1 | Total number of students to be enrolled at the school. Use the check boxes to indicate if it is a year level you are registered to provide or a year level you are seeking to add. |
|  | Year level | No. of students | Year level – registered | Year level – additional | Organisation of the year level (single year level class, composite class, etc.) | Campus/es where year level will be offered |
|  | *e.g. Year 7* | *17 students* |[ ] [ ]   |  |
|  |  |  |[ ] [ ]   |  |
|  |  |  |[ ] [ ]   |  |
|  |  |  |[ ] [ ]   |  |
|  |  |  |[ ] [ ]   |  |
|  |   |  |[ ] [ ]   |  |
|  |  |  |[ ] [ ]   |  |
|  | Add rows as required |[ ] [ ]   |  |
|  | **Total** |  |  |
| **Foundation Secondary and Senior Secondary** |
| D.2 | Are you applying to deliver a foundation secondary or senior secondary course? | [ ]  No, go to D.6 | [ ]  YesIf yes, select all that apply and then go to D.3: |
|  |  |  | [ ]  VCE |
|  |  |  | [ ]  VPC |
|  |  |  | [ ]  IB Diploma Programme |
|  |  |  | [ ]  Limited VCE studiesat Year 10 |
| D.**3** | [ ]  | **Please attach your authorisation letter from the relevant awarding body**.  |
|  |[ ]  If the school shares responsibility for delivering a foundation secondary and/or senior secondary course, there must be evidence in the form of a copy of a written agreement between the school and the provider stating how the requirements of the minimum standards for delivering the foundation secondary and senior secondary course will be met.**Submit copies of any relevant agreement(s).** |
| D.**3** | [ ]  | Declaration for school offering foundation secondary or senior secondary courses.Complete and include:[Declaration for foundation secondary or senior secondary schools](http://www.vrqa.vic.gov.au/Documents/ssecschdec.docx) |

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| **Evidence checklist** |
| D.6 | Use the following checklist to compile your evidence portfolio to support your application. |
|  | ☐ | * [Amend an Independent School’s Registration to Include an Additional Year Level – evidence checklist](http://www.vrqa.vic.gov.au/Documents/schlistaddyrvel.docx)

**Reminder:** all applicants must complete Part E |

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| Part E – DeclarationsAll applicants complete  |  |
| **Declarations** |
| Please complete and include: | [Declarations for all schools](http://www.vrqa.vic.gov.au/Documents/schalldec.docx) |[ ]

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Note: The authorised witness must write, type or stamp their name, the capacity in which they have authority to witness a statutory declaration and their address under section 30 of the *Oaths and Affirmations Act 2018*.

For the list of authorised persons who may witness statutory declarations under section 30 of the *Oaths and Affirmations Act 2018* see:

* [justice.vic.gov.au/statdecs](http://www.justice.vic.gov.au/statdecs)