

Request to Change Religious or Other Affiliation



Registered Schools

How to use this form

* Complete this form if you are requesting to change the Religious or other affiliation of a registered school.
* This request can be submitted at any time and there is no associated fee.

Supporting documentation

* Schools are required to provide documentation to support the request to change Religious or other affiliation.

Send your request in electronic format (USB) to:

Schools and Senior Secondary Unit

Victorian Registration and Qualifications Authority

GPO Box 2317

Melbourne VIC 3001

Or zipped files can be emailed to:

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

PRIVACY DISCLAIMER

The VRQA requires all the information collected in this application for the purpose of registering 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, access the VRQA’s privacy statement on the VRQA website.

|  |  |  |  |
| --- | --- | --- | --- |
| Part A ­– Overview | | | |
| It is a condition of registration that a school must notify the VRQA within 30 days of any change to its “particulars”, in accordance with Regulation 69 of the Education and Training Reform Regulations 2017.  A registered school’s Religious or other affiliation is one of its particulars, and is shown on the State Register as “Denomination”.  Religions will be recognised in accordance with the Australian Bureau of Statistics Australian Standard Classification of Religious Groups 2016 (or any subsequent published standard classification). | | | |
| Part B ­– School details | | | |
| Please complete | | | |
| Name of school |  | | |
| Current Religious or other affiliation | |  | |
| Requested Religious or other affiliation | |  | |
| Contact person | Full name |  | |
| Telephone |  | |
| Email |  | |
| Part C ­– Supporting documentation | | | |
| Supporting documentation should include, but is not limited to, the items listed below | | | x |
| A copy of the constitution or rules of association for the school’s legal entity | | |  |
| Information provided to the school’s community about its Religious or other affiliation (e.g. the school’s philosophy, parent handbook, prospectus, website content, marketing material etc.) | | |  |
| Details of the school’s membership of relevant bodies or organisations, including membership or affiliation with a place of worship (if applicable) | | |  |
| Enrolment policies or procedures | | |  |
| Minutes of a meeting of the school’s governing body endorsing the requested change of Religious or other affiliation | | |  |
| Other (please specify) | | |  |
| Other (please specify) | | |  |
| Other (please specify) | | |  |
| Part D ­– Principal’s Authorisation | | |  |
| Please complete | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Full name | (please print) | | |
| Date | (day) | (month) | (year) 20 |
| Signature |  | | |