



# ENROLMENT CHECKLIST

Have you included the following documents before submitting?

To ensure your application is accepted we **MUST** have the following information:

- Birth Certificate or Passport** (where possible, please provide an original document and a copy will be taken for filing)
- Immicard or Visa information** (if not an Australian citizen)
- Immunisation Record** (a Council certificate, doctor's records or Statutory Declaration which must be **signed and witnessed** by a JP or Commissioner of Declaration as listed overleaf)
- Medical Action Plans - if the student suffers from Asthma, Anaphylaxis or Allergies (regardless of their severity)** and have you informed the College whether the student self-medicates and where medications are to be stored.
- Information regarding any other health condition/s** – Instructions where the College needs to be aware of a course of action for first aid purposes.
- Special Needs - reports and/or assessments** where a student has been identified as requiring special needs for speech, hearing, cognitive and occupational therapy
- Current Court Orders** – sealed copies (if applicable)
- Medicare Number**

Please also ensure the application is signed by **BOTH Parents/Guardians** as listed on the enrolment form and the **Consent to Publications of Personal Information** boxes on pages 18 and 19 are ticked accordingly.

## A short list of Commissioners for Declarations:

**Dentist**

**Nurse**

**Optometrist**

**Pharmacist**

**Veterinary Surgeon**

**Agent to the Australia Post Corporation** who is in charge of an office supplying postal services to the public

**Bank Officer** with 5 or more years of service

**Building Society Officer** with 5 or more years of service

**Credit Union Officer** with 5 or more years of service

**Minister of Religion** registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961

**Permanent employee of the Australian Postal Corporation** with 5 or more years continuous service who is employed in an office supplying postal services to the public

**Police Officer**

**Teacher** employed on a full-time basis at a school or tertiary education institution

**A permanent employee of the Commonwealth** or Commonwealth Authority, **State** or State Authority **or** a **local government** authority with 5 or more years continuous service who is not specified elsewhere

**A member of the Australian Defence Force** who is an **officer**, a **non-commissioned officer** within the meaning of the Defence Force Discipline Act 1982 **or** a **warrant officer** within the meaning of that Act

A more extensive list is available at

[https://www.justice.tas.gov.au/commissionersfordeclarations/list\\_of\\_groups](https://www.justice.tas.gov.au/commissionersfordeclarations/list_of_groups)