



CHES New Student Enrolment Form

Congratulations on being offered a place in a subject or course through the Centre for Higher Education Studies.

To confirm your enrolment, please complete and return this information form along with any supporting documentation as soon as possible to:
ches@education.vic.gov.au



Student Information

To be completed by students enrolling in a CHES subject.

Year level in 2025	
Family name	
First name	
Second name	
Preferred name	
Date of birth	
Gender	
Personal email	
Student mobile number	
VCAA Number	
Home phone number	
Student home address	
Suburb / Town	
State	
Postcode	
Student mailing address	
Suburb / Town	
State	
Postcode	

Parent / Carer Information

Title		
Full name		
Relationship		
Phone number	Mobile:	Work:
Email address		



Access Restrictions

Is the student at risk?	
Is there an Access Alert for the student?	
Access type	
Describe any Access Restrictions	
Is there an Activity Alert for the student?	

Medical History

Does the student have a medical condition?	
Does the student have a diagnosed mental health condition?	
Is the student deaf or hearing impaired?	
Is the student blind or vision impaired?	
Does the student have a disability?	
Does the student have a severe behavioural disorder?	
Does the student have a severe language disorder?	
Does the student have a history of allergies? *	
Has the student been diagnosed as at risk of anaphylaxis? *	
Has the student been diagnosed with asthma? *	
Has the student been diagnosed with diabetes? *	
Has the student been diagnosed with epilepsy? *	
Is there any other information that CHES should be aware of?	
If you have selected yes to any of the above boxes, please specify in the box below.	

*If Yes is selected for any of these questions a copy of the medical management plan for any diagnosed healthcare need, allergy or relevant medical condition must be provided with this form. These may include but may not be limited to allergies, anaphylaxis, asthma, diabetes and epilepsy. Students attending a CHES activity who require medication must provide their own, e.g. EpiPen.



Residential Status

Country of birth	
Residential Status	
Student's Visa sub class	
Visa expiry date	
Sector of Visa	

Parent / Carer Signature

I declare that the information provided in this form is, to the best of my knowledge, true and accurate.

Parent / Carer signature	
Date	

Student Enrolment Agreement

All CHES students must complete this section.

	I accept and agree to the student rights and responsibilities outlined below.
	I will submit my work on time and according to the submission schedules and will contact CHES if situations arise which prevent this.
	I accept that CHES will contact base school supervisors and parents/carers if students do not submit work or do not fully participate in the CHES programs.
	I declare that the information provided in this form is, to the best of my knowledge, true and accurate.
	I consent to being unsupervised during excursions.
	I consent to photographs and videos being taken of me at CHES.
	I agree to the digital CHES school policy.

Student's signature	
Date	



Student Rights and Responsibilities

The following rights and responsibilities apply to students enrolled at CHES.

Student Rights

At CHES students have the right to:

- engage in regular communication with teaching staff and receive meaningful and timely feedback
- access learning resources in order to maximise their full potential
- be respected, valued and have opportunities to learn from the differences of others
- work independently and as a group member where appropriate
- feel safe and welcomed in online and in person learning environments
- have access to an individual achievement plan developed with CHES staff and parents/carers
- have access to a range of enhancement and enrichment programs in addition to the teaching and learning program

Student Responsibilities

All CHES students are responsible for:

- striving to work to the best of their ability at all times
- fully participating in online and in person lessons
- regularly participating by submitting work according to the prescribed or negotiated submission timeline
- taking responsibility for their own learning by utilising the resources provided by CHES and establishing a regular weekly routine
- maintaining contact with their teachers by utilising all available communication options
- where possible, attending and participating in all events and activities offered by CHES
- using digital technology in accordance with the CHES Acceptable Use Agreement
- understanding that bullying in any form, violence, property damage, inappropriate language and disrupting the learning of others is unacceptable
- behaving in a way that contributes to a safe and inclusive school environment
- maintaining a healthy balance between study and other aspects of life
- uphold the CHES values



CHES Subject

Which subject/s have you been accepted into at CHES?

--

Base School Information

This section is to be completed by the base school of students enrolling into a CHES subject.

Name of school	
School phone number	

Base School Supervisor Information

The base school supervisor is nominated by the school and may be the VCE Coordinator, Year Level Coordinator or Assistant Principal.

For information on the role of base school supervisors, see: [CHES Base School Handbook](#)

Title	
Supervisor's family name	
Supervisor's first name	
Supervisor's phone number	
Supervisor's email address	
Supervisor's position	

Principal or Supervisor Declaration

I declare that the information provided in this form is, to the best of my knowledge, true and accurate.

Signature (Principal or Supervisor)	
Role	
Date	