



APPLICATION TO ENROL IN VSV and VSL

Please turn over for guidelines

Student Name:			
	<i>(First name)</i>	<i>(Last name)</i>	<i>(Current year level)</i> <i>(PG)</i>

Subject you wish to study virtually:

VCE Unit 1/2

VCE Unit 3/4

Explain reason/s for requesting to study this subject virtually?

For all subjects; summarise past results and teacher feedback, specifically for effort and organisation:

If approved, I agree to maintain a high level of commitment and persistent effort, complete work reliably and submit work on time for **ALL** subjects.

Student Signature: _____

Date: ____ / ____ / ____

Parent/Guardian: I, _____ (insert full name)

understand there are additional costs to enrol my student in a subject by virtual education, which are payable by me at the time of enrolment, directly to Virtual School Victoria (approx. \$810 per subject) or the Victorian School of Languages (approx. \$560 per subject). I agree that I am responsible for ALL fees and charges payable to VSV or VSL relating to this enrolment.

Parent Signature: _____

Date: ____ / ____ / ____

Head of House signature: _____

Date: ____ / ____ / ____

SUBMIT THE COMPLETED FORM TO THE DIRECTOR OF LEARNING AND TEACHING FOR APPROVAL

Applying to Enrol in a Subject not offered at NDC

Notre Dame College VCE students may apply to study a subject not offered at Notre Dame College. There are additional costs related to enrolments which are the responsibility of the student.

This is best suited to students who:

- Are well organised, with demonstrated time management and work completion record.
- Are independent and motivated learners.
- Are highly committed to their studies.

Please contact Virtual School Victoria (VSV) or the Victorian School of Languages (VSL) for details on available subjects and all related information, fees and charges.

Students enrolled with VSV may also be required to attend student seminars in Melbourne as a part of their virtual education course. Approval to attend must be granted by the Notre Dame College Principle however the seminars are not an NDC excursion, therefore all arrangements associated with the seminar are to be managed by the parent/student.

Students who would like to apply to study a subject virtually must submit this form and be granted approval by the Learning and Teaching Leader (VCE) **prior** to completing subject selections on Web Preferences.

How to apply:

1. Refer to Virtual School Victoria (VSV) or the Victorian School of Languages (VSL) website for information on available subjects and all related fees and charges.
2. Collect an *Application to Enrol in VSV or VSL* form from the Director of Learning and Teaching prior to commencing your subject selections on Web Preferences.
3. Complete the form including ALL required signatures and return it to the Director of Learning and Teaching.
4. The student and parent/guardian will be notified the outcome of the application by email.
5. Complete VSV or VSL enrolment paperwork, submit it directly to them and pay applicable fees.
6. Advise the College when the enrolment is confirmed by VSV or VSL.

Note: You will receive a study class on your NDC timetable for this subject in place of a school subject.

Office Use Only

Director of Learning and Teaching:

Comments:

Recommended

Not recommended

Signature: _____ **Date:** ____/____/____