

YEAR 11 2025 IN-AREA STUDENT ENROLMENT

IF YOU ARE THE LESSEE OF PROPERTY WITH A **PRIVATE LEASE**

- If you are applying for **in-area placement** for your child/ward and you are living with family, you are required to provide the following documentation **to prove your child/ward is and will be a permanent bona fide resident in NBSC FRESHWATER SENIOR CAMPUS's designated intake area.**
- The parent must submit an online enrolment application by going to the online enrolment application link on our website. Applications submitted by the student will be declined.
- Note that all evidence submitted must be in the name of the parent with whom the student permanently lives.
- The documentation you must provide is to be sent in **one email** to nbscfreshw-h.school@det.nsw.edu.au using the students full name and online application receipt # in the subject line of the email (eg: John James Citizen – Application # 9478-787310-3171).
 - Original Current Lease** agreement for 18 months occupancy of the entire residence listed on the enrolment application. At least twelve months of this must fall after the student begins school at NBSC FRESHWATER SENIOR CAMPUS.
 - Current NSW Government Fair Trading Advice of Lodgement: Bond Details.**
 - Rent receipts for 3 months prior** to the application being lodged.
 - Current 3 monthly** Electricity Account (not a connection notice) including the usage page.
 - Four** of the following that evidence residence in the stated property.
 - **current 3 monthly** Gas Account (not a connection notice) including the usage page.
 - **current 3 monthly** Water Rate Notice (not a connection notice) including the usage page.
 - **current 3 monthly** Internet/Telephone Connection Account (not a connection notice).
 - **current** Motor Vehicle Registration.
 - **current** Compulsory Third Party Insurance Policy (CTP).
 - **current** Centrelink Statement.
 - **current** Driver's Licence.
 - Property Owner /Landlord to provide both of the following**
 - **Current** Council Rates showing **the name of the owner of the property.**
 - **Current** proof of electricity at *owner's residential address* - ie **current 3 monthly** electricity account.
- In addition to the abovementioned residency documentation, your application must include the following:
 - **Original Full Birth Certificate** for the child for whom you are requesting enrolment.
 - If the child was born overseas, **his/her passport and visa documents** must **also** be provided.
 - If the child was **born in Australia but both parents were born overseas**, Citizenship or Visa papers for the child must be provided.
 - If the child or a parent has legally changed his/her name, the original Change of Name Certificate must be provided.
 - Year 9 yearly **school report.**
 - Year 9 **NAPLAN** report.
 - Student **Personal Profile** hand written by student – a template can be found on our website.
 - Further documentation may be requested in some situations.
For example if the child is living with an adult other than the parent eg foster carers, papers from the Guardianship Board or the Family Law Court must be provided at the time of application for enrolment.
- If the documentation supplied by you is deemed insufficient or inconclusive, you will be required to provide additional documentation prior to your application proceeding.
- The in-area application will not be accepted unless **all the required material is current and provided as requested above.**
- **Rent receipts for November and December must be emailed to the school in December to complete the enrolment.**

NOTE

- Submission of this form **does not automatically guarantee enrolment.**
- The **penalty for providing false or misleading information** to a school when making an application for enrolment is up to 2 years imprisonment, \$22,000 fine or both in accordance with Section 307B of the Crimes Act 1900.