



St ALBANS
SECONDARY COLLEGE

Residential Address Check for Enrolling Families

When seeking to enrol your child at St Albans Secondary College you are required to provide supporting documentation that will assist us in verifying your permanent address.

The **enrolment application** may be **unsuccessful** if the school is not able to verify your address using the documentation provided.

Please use the guide below to determine if you have the correct residential supporting documents to lodge with the enrolment form.

Is the permanent residential address that has been provided for your child's enrolment (tick one of the below):

OWNER OCCUPIED

We will need a copy of the following:

- Most recent **Council Rates** notice clearly displaying Adult 1 and/or Adult 2 name/s and property address
- Most recent copy of a **Utility Bill** (Gas, Electricity or Water) clearly displaying Adult 1 and/or Adult 2 name/s and property address

Lodge copies of these two documents with the enrolment form.

RENTED

We will need a copy of the following:

- Current **Rental Agreement** through a registered real estate agent, clearly displaying Adult 1 and/or Adult 2 name/s, property address, length of lease agreement and name of property owner
- Most recent copy of a **Utility Bill** (Gas, Electricity or Water) clearly displaying Adult 1 and/or Adult 2 name/s and property address

Lodge copies of these two documents with the enrolment form.

Should you **not** be a **homeowner** or have a **rental agreement**, you will need to provide any of the following ensuring that they add up to **100 points**. These documents must show the full name of the child's parent / carer and address.

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|--|-----------|
| <input type="checkbox"/> Exchanged contract of sale | 40 points |
| <input type="checkbox"/> Centrelink payment statement (sign into your myGov account or contact your Centrelink Office) | 20 points |
| <input type="checkbox"/> Electoral Roll Statement (email elector@vec.vic.gov.au with your request. Include your full name, current address and date of birth or call 1300 805 478) | 20 points |
| <input type="checkbox"/> Drivers Licence | 15 points |
| <input type="checkbox"/> Telephone or Internet Phone Bills | 15 points |
| <input type="checkbox"/> Home Building or Home Contents insurance | 15 points |
| <input type="checkbox"/> Motor Vehicle Registration or 3 rd Party Insurance Policy | 15 points |
| <input type="checkbox"/> Utility Bill (Gas or Electricity) | 15 points |
| <input type="checkbox"/> Water Bill | 15 points |

Inability to Provide Evidence of Permanent Residence

If you are unable to provide the necessary documentation for proof of residency as listed above, it is recommended that you contact St Albans Secondary College on 9366 2555 or the Community Liaison Officer at the Regional Office on 1800 338 663.