Victorian Registration and Qualifications Authority

Home Schooling Officer

GPO Box 2317

Melbourne VIC 3001

**NOTICE OF INTENTION TO PARTIALLY ENROL A STUDENT**

This letter confirms that I have agreed to accept a partial enrolment request from [name of applicant] for [student’s name] as part of their proposed home education program.

This partial enrolment arrangement will allow [student’s name] to attend [name of school] for the following subjects and/or activities:

* [List each subject/activity and the indicative number of hours/days the student will attend each week]
* [Refer to the *Guidelines for Partial Enrolment for Registered Home Schooled Students* for further information about the roles and responsibilities of parents and Principals in establishing a partial enrolment arrangement].

This arrangement is valid from [start date] until [end date].

I will finalise the details of this arrangement with [name of applicant] once they provide a copy of the official letter issued by the Victorian Registration and Qualifications Authority (VRQA) confirming their child’s home schooling registration.

Yours sincerely

**[Name]**

Principal, [Name of school]

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