

# Catholic Regional College Melton Maximum Age Exemption Application Form



Generally, a person who is aged over 18 years must not be enrolled at, or allowed to attend, a MACS school, or participate in any program or course conducted unless they:

- have been granted an exemption by the MACS Executive Director or delegate
- fall within an exception to the maximum age requirements.

## Maximum Age Exception Criteria

The principal of a MACS school may enrol a student (without completion of this form), where either of the following exception criteria are met:

- the student will turn 18 during the year of enrolment in an accredited senior secondary course, such as the Victorian Certificate of Education (VCE), the Victorian Certificate of Applied Learning (VCAL), or the International Baccalaureate (IB).
- the student will turn 19 during the year of enrolment for the purpose of completing an accredited senior secondary course in that year, or the student is expected to successfully complete their course in the year of enrolment based on the current course plan and assessment information.

## Maximum Age Exemption

An exemption must be sought where the student does not meet the exception criteria outlined above. There are three categories for maximum age exemption. Each category has specific requirements which must be met if a person is to be eligible for an exemption.

## Maximum Age Exemption Categories

EXEMPTIONS	Check one
<b>Category A – Special Circumstances</b>	
A student is unable to complete Year 10 before they turn 18 and will be under 20 years of age on 31 December in the year they complete Year 10, due to circumstances that have prevented them from attending school – e.g. a period of serious illness, a period of parental or primary carer responsibilities, or a period of detention in a juvenile justice facility	<input type="checkbox"/>
<b>Category B – English Language</b>	
A person is between the ages of 18 and 21 and the MACS Regional General Manager, as the MACS Executive Director delegate, is satisfied the exemption will enable the person to transfer from an English language government school or centre into Year 10 at a MACS school	<input type="checkbox"/>
<b>Category C – Other</b>	
1. A person is between the ages of 18 and 21 and the exemption will enable the person to participate in a specific course or program approved by the MACS Regional General Manager, as the MACS Executive Director delegate.	<input type="checkbox"/>

2. A person is between the ages of 18 and 21 and the MACS Regional General Manager, as the MACS Executive Director delegate, is satisfied it would be unreasonable in the circumstances not to grant the exemption.	<input type="checkbox"/>
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## Applying for a Maximum Age Exemption

After determining the appropriate maximum age exemption category, the application form must be completed and submitted to the MACS Regional General Manager.

1. Section 1 must be completed by the person seeking the exemption, or their parent/guardian/carer.
2. Section 2 must be completed by the principal of the college the person wishes to attend. Together with all supporting documents, this should be forwarded to the MACS Regional General Manager.
3. Section 3 must be completed and signed by the MACS Regional General Manager.

The person, or their parent/guardian/carer, should inform the college if they require assistance, including an interpreter, to support them to understand the exemption process.

Note: if a person is eligible for an exemption in more than one category, they must submit a separate application form for each exemption.

## Section 1

Section 1			
To be completed by the person seeking the exemption, or their parent/guardian/carer.			
Student surname:		Female:	<input type="checkbox"/>
		Male:	<input type="checkbox"/>
		Unspecified/ indeterminate/X:	<input type="checkbox"/>
Student first name:		Year of intended enrolment:	
Date of birth:		Age:	
ATSI status:	Aboriginal: <input type="checkbox"/>	Torres Strait Islander: <input type="checkbox"/>	
<i>Please attach proof, e.g. student's birth certificate, passport, ImmiCard or letter from doctor, attesting to age.</i>			
Parent 1/guardian 1/carer 1 name:		Relationship to student:	
Parent 2/guardian 2/carer 2 name:		Relationship to student:	
Address:			
Contact number:		Email:	
<i>Please provide full details of custodial parent/s, parenting orders, contact details for those with authority to enrol the student at school.</i>			

## Provide Evidence to Support

Category A	
<p>Have special circumstances prevented you/the person from completing Year 10 before turning 18 years of age and if the exemption is granted, will you/the person be under the age of 20 years on 31 December in the year you/the person completes Year 10?</p>	
<p><i>Please provide details and attach supporting documents which:</i></p> <ul style="list-style-type: none"> <li>• verify the special circumstance(s) in your/the person's life (e.g. medical records, court orders)</li> <li>• provide observations and assessments of the person's academic and social needs and details related to expected school completion and/or transition (e.g. recent school reports or other documents).</li> </ul>	
Category B	
<p>You are/the person is applying for an exemption to transfer from an English language government school or centre into Year 10 at a MACS school.</p>	
<p><i>Please provide details and attach supporting documents.</i></p>	
English language school name:	
English language school address:	
Date of initial enrolment at English language school: DD/MM/YYYY	

<b>English language school principal/coordinator's name:</b>	
<b>Contact telephone number:</b>	
Please attach a letter endorsing the transfer from the English language school or centre principal/coordinator and recent school reports or other documents providing observations and assessments of your/the person's academic and social needs and details related to expected school completion and/or transition.	
<b>Category C</b>	
<b>Exemption C.1</b> You are/the person is between the ages of 18 and 21 and applying for an exemption to participate in an approved course or program.	
<i>Please provide details about the course or program and explain why it would be in your/the person's best interest to attend this course or program and any circumstances which would enable a decision-maker to come to a decision. Provide supporting documents (if any).</i>	
<b>Exemption C.2</b> You are/the person is between the ages of 18 and 21 and applying for an exemption because it would be unreasonable in the circumstances not to grant the exemption.	
<i>Please provide any documentation that supports your request for an exemption, e.g. letters of support, references etc.</i>	

### Attachment checklist

All Categories	Attached
Proof of date of birth, e.g. birth certificate, passport, ImmiCard, letter from doctor attesting to young person's age:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Proof of address:	Yes <input type="checkbox"/> No <input type="checkbox"/>
The most recent school reports or other documents providing observations and assessments of the person's academic and social needs and details related to expected school completion and/or transition:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Category A: Special Circumstances</b>	
Supporting documentation, e.g. medical documents, court orders, etc. which verify the special circumstances in the applicant's life:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Category B: English Language Centre Transfer</b>	
A letter endorsing the transfer from the English language school or centre principal/coordinator:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Category C.1 and C.2</b>	
Provide any information related to the person's application that supports the request for enrolment including any relevant letters of support, assessment details or references:	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Section 2

### Principal Endorsement

*Provide details related to the endorsement of this application. Please outline any risks that may be associated with this enrolment and the risk mitigation strategies.*

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### Principal declaration

I declare that the information that I have provided in this form is true and correct and that all relevant supporting documentation is attached.

<b>Signature:</b>	
<b>Name:</b>	
<b>Date:</b>	Click or tap to enter a date.
<b>School name:</b>	
<b>Telephone number:</b>	

## Section 3

### Regional General Manager Decision

- Approved  
 Not approved

Please provide details to indicate the rationale for the decision.

**Comments:**

<b>Signature:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	Click or tap to enter a date.