Mature age student enrolment

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| Criminal history checks are administered by SAFE NT to determine whether a person has a criminal record. All mature age students (applicant) who are 18 years of age or older and who have not enrolled in a school in the preceding 12 months must undertake a criminal history check at their own cost, prior to enrolment.  The completed Enrolment application addendum form must be submitted to the prospective school principal who will complete the checklist on the last section of this form.  The applicant will then submit the form and supporting documentation to the Regional Director School Operations at [schoolops@education.nt.gov.au](mailto:schoolops@education.nt.gov.au).  The criminal record report and pending charges information will be stored securely to protect information and ensure confidentiality. This information will be destroyed once an enrolment decision is made or a review of a decision is finalised.  All criminal record reports received by the Department of Education (department) are solely for the purposes of enrolment suitability. Records will not be shared unnecessarily with department staff or any other organisation, unless required to do so by law or where the applicant provides express written consent.  Note: This process does not apply to continuing students who turn 18 while they are studying. | | | | |
| Prospective school details – applicant to complete | | | | |
| School name |  | | | |
| Principal name and contact details |  | | | |
| Discussed enrolment with the principal | Yes/No | | | |
| Prospective student details – applicant to complete | | | | |
| Given name |  | Middle name | |  |
| Family name |  | Date of birth | | / / |
| Pending charges – applicant to complete | | | | |
| Do you currently have any matters before the court, or have you been charged with any offences? | | | Yes/No | |

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| --- | --- | --- | --- |
| If you answered yes, please provide details of the current matters below | | | |
|  | | | |
| If you answered yes, please provide the court date | |  | |
| **Declaration – applicant to complete** | | | |
| I declare that the information provided is true and correct and consent to the department reviewing my criminal record report for the purpose of enrolment. | | | |
| Applicant full name |  | | |
| Applicant signature |  | Date |  |
| **Checklist – school principal to complete** | | | |
| The applicant has discussed with me about enrolment at my school | | | Yes/No |
| I have discussed with the applicant alternative education or vocational options | | | Yes/No |
| I have advised the applicant about the process by which enrolment decisions can be reviewed | | | Yes/No |
| I have explained to the applicant that enrolment may be cancelled due to  non-attendance, lack of attendance, or unsatisfactory academic progress | | | Yes/No |
| I have witnessed the above applicant signature and sighted sufficient evidence to confirm the applicant’s identity | | | Yes/No |
| School principal full name |  | | |
| School principal signature |  | Date |  |
| Checklist – Regional Director School Operations to complete | | | |
| Applicants criminal record report assessed to identify any disqualifying offences and refuse enrolment if identified | | | Yes/No |
| Forward the criminal record report, in whole or in part, to the principal of the NT Government school together with the application for enrolment, if it shows a criminal history of any kind, other than a conviction for a disqualifying offence | | | Yes/No |
| Notify school of the outcome of the assessment | | | Yes/No |
| Regional Director full name |  |  |  |
| Regional Director signature |  | Date |  |
| End of form | | | |

# Collection notice

The information collected in this form will only be used for the purpose for which it is being collected. All information will be treated confidentially, stored in a secure location, and destroyed in line with legislated retention and disposal schedules to ensure that every student’s right to privacy is maintained. For more information, go to the Department of Education’s [Policy and advisory library](https://education.nt.gov.au/policies) and read the Privacy policy.