

Single Course Application 2019

FSDE OFFICE USE ONLY

HT Administration: _____ Principal: _____ Date: _____
 Application Category: _____ Approval Category: _____ In Quota ☐ Out of Quota ☐

This enrolment application form should be completed in accordance with the NSW Department of Education Distance Education enrolment procedures. Please ensure ALL relevant sections are completed.

Student information

Family name _____ Given name/s _____
 Date of birth _____ Age _____ Gender: Male ☐ Female ☐
 Mobile phone number _____ NESA student number _____
 Student's email _____ @education.nsw.gov.au (Government school)
 Student's email _____ (Non-Government school)

Additional student information

This question for Non-Government schools only - Australian citizen born in Australia Yes ☐ No ☐
 If yes please go to the next section. (Home school information)
 If no, please complete "Residency Status Details" form in the appendix.

Please note: Enrolment cannot be finalised until this information is received.

Is the student of Aboriginal or Torres Strait Islander origin?
 No ☐ Aboriginal ☐ Torres Strait Islander ☐ Both Aboriginal and Torres Strait Islander ☐
 Attention - School Administration Officer
 Student is currently or has previously enrolled in a NSW Department of Education school Yes ☐ No ☐
 If yes, please supply Student Registration Number (SRN) _____

NSW Department of Education - All students must be shared on ERN in the current year to finalise application

Home school information (all work will be posted to this address)

School name _____
 Government ☐ Non-Government ☐ Number of secondary students enrolled at your school _____
 Teacher/Supervisor's title _____ Teacher/Supervisor's name _____
 School postal address _____
 Postcode _____ School phone number _____
 School email address _____
 Supervisor email address _____

Course requested

Please refer to the Finigan School of Distance Education Single Course Provision Information Handbook before requesting subjects. Only courses listed in the handbook are available.

Please indicate current school year _____

Name of course _____

Course requested for 2019

Stage 5

Year 9 ☐

Year 10 ☐

Electives 100hrs ☐ 200hrs ☐

Stage 6

Year 11 ☐ Units: _____

Year 12* ☐ Units: _____

*Has the student completed Year 11 in this course?

Yes ☐ No ☐

**Please note: Incomplete application forms will be returned to the enrolling school for finalisation.
Beginners/Continuers language applications must have a completed Language Declaration Form attached.**

Reason for application

Please tick the relevant category

In Quota		Out of Quota	
3.1 Elective Course in Years 9 and 10	<input type="checkbox"/>	3.4 Language small cohort	<input type="checkbox"/>
3.2 NESA minimum requirements for the HSC (Preliminary and HSC)	<input type="checkbox"/>	(Please provide Principal's statement of support)	
3.3 Student with special circumstances (Please provide documentary evidence)	<input type="checkbox"/>	3.5 Study interrupted by transfer	<input type="checkbox"/>
		Date of transfer	_____
		Previous school	_____
		(Please complete Course information section below)	
		3.6 Access for students with confirmed disability/disabilities (Please provide documentary evidence)	<input type="checkbox"/>
		3.7 Full fee paying overseas student (Please provide documentary evidence)	<input type="checkbox"/>
		3.8 Exceptional circumstances (Please attach completed exceptional circumstances form – available on FSDE website)	<input type="checkbox"/>

Course information (for continuing students – Category 3.5)

Students that continue a subject after transfer from a different school, please complete:

Mark/grade of last assessment _____ Date of last assessment _____

Topics already covered Year 9 ☐ Year 10 ☐ Year 11 ☐ Year 12 ☐

Courses to be studied in 2019

Students in Year 9 and 10

Where a Year 9 or 10 student wishes to enrol in an elective course, it must replace a school elective. List the electives this student will study in 2019 including the requested distance education course.

1 _____ 2 _____ 3 _____

Students in Year 11 and 12

List all courses to be studied in 2019 including the requested distance education course. Place the unit value next to each subject. The maximum number of units studied by a student including the distance education course must not exceed 13 units in Year 11 and 11 units in Year 12.

1 _____ Units _____ 5. _____ Units _____
2 _____ Units _____ 6. _____ Units _____
3 _____ Units _____ 7. _____ Units _____
4 _____ Units _____

Parent/carer details

Please note: This parent/carer will be our listed contact to receive all correspondence

Title _____ Family name _____ Given name/s _____

Relationship to student (eg mother, father, carer) _____

Home Address _____

Suburb _____ Postcode _____

Mailing Address (if different) _____

Suburb _____ Postcode _____

Home phone _____ Mobile phone _____

Family email address _____

Student's/Parent's/Carer's undertaking

Parent/Carer's acknowledgement:

- I have read the relevant information and understand the conditions of application. Yes ☐
- I have discussed the distance education requirements with the child. Yes ☐

Student acknowledgement:

- I have read the information for students and I understand the conditions for enrolment. Yes ☐
- I agree to do my work diligently and return work weekly. Yes ☐
- I agree to contact my teacher a Finigan School of Distance Education regularly. Yes ☐

Student's Signature _____ Date _____

Parent's/Carer's Signature _____ Date _____

School supervisor's agreement – conditions for single course provision

The supervisor must provide appropriate supervision for the student in their learning environment. They must ensure that the student is adequately supported while learning through distance education. The supervisor must arrange for supervision of the student's tests and examinations and take full responsibility for precautions and safety in all practical work. All formal communication will be addressed to the supervisor.

The supervisor guarantees the following:

- the student will be supervised during school work activities
- work will be completed and submitted for all subjects on a weekly basis
- the supervisor will be contactable by phone, email or voicemail
- tests, examinations, assessment tasks and assignments will be conducted under strict supervision, ensuring that they are the unaided work of the student
- tests, examination and assessment tasks will be completed on the date(s) and at the time(s) specified and will be submitted by the due date
- textbooks, teaching materials (eg. USBs, DVDs, audio CDs) unmarked lesson booklets and library books that have been issued by Finigan School of Distance Education will be returned when the student completes the course or leaves the school

The supervisor agrees to:

- monitor the completion of set tasks and interact with the student as required in learning activities
- provide their signature on all work submitted to Finigan School of Distance Education
- NOTE: Any completed title page / examination paper / assessment task received without the supervisor's signature may be regarded as invalid.
- interpret and explain instructions or comments in lesson materials
- provide assistance with locating necessary materials and resources
- develop a timetable with provision for the required number of hours of study each week
- provide a suitable work / study area for the student
- ensure that the student satisfactorily participates in oral and practical work as prescribed by the course
- provide the student with access to required technology
- ensure that portfolios of work and depth studies are completed when required
- provide advice about illness or absences which have affected the student's ability to complete set activities
- apply for Disability Provisions for Year 12 students

I have read and understand the conditions for single course provision.

I understand that not complying with the above conditions may lead to the student either not meeting course requirements or to a review of the single course provision.

I have discussed the distance education requirements with the student, including the need to return work regularly in order to complete the required course outcomes.

Supervisor's title _____ Supervisor's name _____

Position _____

Supervisor's Signature _____ Date _____

Principal's agreement – conditions for single course provision

Single course provision will be considered only when the home school principal certifies that Department of Education common requirements for single course provision are met.

- Students are capable of working independently.
- A member of teaching staff at the home school has been nominated to supervise the study arrangements of single course students, including formal examinations and assessment tasks.
- Students will be allocated the prescribed time to study single courses, including daily study/work periods and times when distance education teachers can contact students.
- Procedures will be in place to ensure the students will regularly return work and complete all tasks including formal examinations and assessments.
- Students are informed that they are required to return work each week or to meet alternative minimum standards set by the distance education school or centre.
- Students will be provided with resources where required, such as printing, textbooks, reference materials, access to a telephone, computer, internet access, video conferencing and audio equipment, that meet the department's current specifications.
- Students have access to and use of supervised specialist rooms as required.
- Procedures will be in place to ensure that parental/carer permission is obtained for students to attend activities arranged by the distance education school and that the home school will carry out risk assessments related to these activities.
- Access to a suitable venue and supervision for board of studies examinations is available.

For an application to be accepted the home school principal meets the additional requirements of Finigan School of Distance Education.

- All DVDs, CDs, USBs and other audio visual resources will be returned as required.
- The student is entered for NESA by the home school for Year 10, Preliminary or the Higher School Certificate, indicating that the course is studied "elsewhere" at Finigan School of Distance Education - NESA number 4661.
- Where the student is applying for single course provision in a Higher School Certificate course, the Preliminary requirements for that course have been met.
- Written notification will be made to Finigan School of Distance Education in the event of a change of supervisor.
- The home school will notify Finigan School of Distance Education of any special needs, special circumstances, special provisions or learning adjustments made for this student.

Please complete the following:

- The student's previous history may pose a risk of some type to the student, other students, or staff at Finigan School of Distance Education. Yes ☐ No ☐
If yes, I have attached a copy of the current risk assessment. Yes ☐ No ☐
- Does the student suffer from a severe allergy condition (anaphylaxis)? Yes ☐ No ☐
If yes, I have attached a copy of the Individual Health Care Plan Yes ☐ No ☐
- Does this student have any other medical conditions? Yes ☐ No ☐
If yes, please attach details.

I agree to the conditions for single course provision as listed above and confirm that:

- Payment will be made to Finigan School of Distance Education. ☐
- All pages of this enrolment form have been completed. ☐

Principal's Statement of Support:

Principal's name _____

Principal's Signature _____ Date _____

School contributions for Government school students

New enrolments in Years 9, 10, 11 and 12 \$105 per subject, per year + courses fees if applicable (NO GST).

Where a student discontinues a course after commencement, the application fee and course fees (if applicable) are non-refundable.

Please complete the Interschool Journal in the appendix at the end of this enrolment form.

Please note: The submission of this application is seen as a commitment by the school to pay Finigan School of Distance Education the application fee and any course fees, once the application has been approved for enrolment. Please refer to the Finigan School of Distance Education Single Course Provision Information Handbook for more information on course fees.

School contributions for Non-Government school students (no gst)

Enrolment, or continuing enrolment Years 11 or 12 \$800 (1 year)

Enrolment, or continuing enrolment in each 1 Unit Extension Course \$400 (1 year)

Enrolment, or continuing enrolment – Years 9 or 10 \$340 (1 year)

Note: There may be additional course fees for some subjects.

Where a student discontinues a course after commencement, the application fee of \$115 and the course fees (if applicable) are non-refundable.

The pro-rata adjustments for non-government students are listed below:

Years 11 – 12		Years 9 – 10	
Enrolled for	Refund	Enrolled for	Refund
4 terms	Nil	4 terms	Nil
3 terms	Nil	3 terms	Nil
2 terms	\$400	2 terms	\$170
1 term	\$600	1 term	\$235
< 1 term	\$600	< 1 term	\$235

A tax invoice will be created by Finigan School of Distance Education upon application approval.

Please refer to the Finigan School of Distance Education Single Course Provision Information Handbook for more information on course fees.

Permission to publish

Finigan School of Distance Education seeks your permission to publish information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service.

This information may include your child's name, age, class and information collected at school such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media. The communications in which your child's information may be published include but are not limited to:

- Public websites of the NSW Department of Education including the school website, the NSW Department of Education intranet (staff only), blogs and wikis.
- NSW Department of Education publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically including on the Department's websites.
- Official Department and school social media accounts on networks such as YouTube, Facebook and Twitter.

Parents should be aware that when information is published on public websites and social media channels, it can be linked to by third parties and can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information.

I have read this permission to publish and:

- ☐ I give permission
- ☐ I do not give permission
- ☐ I give permission for the use of photos of me without my name

for the school/NSW Department of Education to publish information about my child as described above, including in publicly accessible communications.

Online services

The NSW Department of Education provides students with access to the Internet, a customised Gmail account and online applications such as Google Apps. These resources enable students to collaborate with peers, publish online and create personalised research portals and Moodle.

When accessing some online services your child's data, including but not limited to, your child's name and works may be shared with and stored in a location outside of the Department of Education environment.

I have read the information about online services and:

- ☐ I give permission
- ☐ I do not give permission

for my child to have access to online services provided by the NSW Department of Education.

Video conferencing/Online lessons/Mobile phone contact

Your child may be involved in video conferencing activities, online lessons and communication through mobile phones with teachers at Finigan School of Distance Education.

I have read the information about video conferencing, online lessons and mobile phone contact and:

- ☐ I give permission
- ☐ I do not give permission

for my child to be involved in the video conferencing, online lessons and communicate through mobile phones.

This signed permission remains effective until I advise the school otherwise:

Child's name: _____ Parent/carer's name: _____

Parent/carer's signature: _____ Date: _____

Submitting your application form

Please follow the steps below to complete and submit your application form.

1. Save and print the form
2. Sign all the relevant sections on the printed copy
3. Ensure you have any relevant documentary evidence to support the application
4. Scan and email your signed documents as PDF files to finiganSDE@det.nsw.edu.au

Contact us

For more information, please contact us:

NSW Only (local call charge): 1300 360 384

Phone: (02) 6210 5200

International phone: +61 2 6210 5200

Website: finigan-d.schools.nsw.edu.au

Email: finiganSDE@det.nsw.edu.au

Appendix:

Residency Status Details

Student Name: _____

School/College: _____

Country of birth: _____

Country of citizenship: _____

What is the student's residency status:

Please tick ☐ New Zealand Citizen ☐ Permanent Resident
☐ Australian Citizen ☐ Temporary Visa status

If born overseas, what date did the student arrive in Australia: _____

Passport or Travel document number: _____

Country of issue of Passport or Travel document number: _____

If the student is a permanent or temporary Visa holder, please provide the current visa class _____

For Principal visa holders tick P ☐ P

For Subordinate visa holders tick S ☐ S

What is the current visa sub-class: _____

Visa expiry date: _____

Is the student an international full-fee paying student: Yes ☐ No ☐

Interschool Journal – Finigan School of Distance Education

NSW Government Schools Only

Details of School Creating Journal

School Name

School Code

Finigan School of Distance Education

4661

School contact

Phone number

Email address

Sue Evans-Smith (SAM)

(02) 6210 5200

finiganSDE@det.nsw.edu.au

General Journal Information

General Ledger Number: (Note: This six digit number is the same for both Schools)

Tax Code: (P5 or S5 only)

403330

P5

Total Cost

Date of event

Description: Single Subject Enrolment Fees

Student Name	Description	Student Name	Description

School to be Billed Information

Please provide YOUR school details required for this Journal.

School name

School code

Cost Centre

Fund Code

Internal Order number

WBS number

Signature: (Principal or delegated officer of school being billed)

Date

FSDE OFFICE USE ONLY

Fund code

Cost centre

Internal Order / WBS number

Journal name

Journal number

Date Journal processed