

Single Course Application 2021

Please ensure ALL sections are completed

Incomplete application forms will be returned to enrolling school for finalisation

Student information *(please print)*

Family name _____ Given name/s _____

Preferred name _____

Date of birth _____ Age ____ Gender: Male Female Other

Mobile phone number _____ NESA **student** number _____

Student's email _____@education.nsw.gov.au (Govt. school)

Student's email _____(Non Govt. school)

Student is currently or has previously enrolled in a NSW Department of Education school Yes No

If yes, please supply Enrolment Registration Number (ERN) _____

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

NSW DET schools must provide evidence of payment from the student to the school before application is approved

Student is part of the **National Consistent Collection of Data** for students with disability (**NCCD**) Yes No

This will require differentiated teaching practices. Please tick the appropriate boxes and attach details.

- Supplementary Substantial Extensive
- Physical Cognitive Social Emotional Sensory

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

School _____

Government Non Government Number of secondary students enrolled at your school _____

Teacher/Supervisor's name (Mr/Ms/Mrs/Miss/Dr) _____

School postal address _____

_____ Postcode _____

School phone number () _____

School email address _____

Course requested

Only courses listed on the Southern Cross School of Distance Education webpage under the single course tab are available.

Please indicate the scholastic year the student will be enrolled in for 2021:-

Year 7 Year 8 Year 9 Year 10 Year 11 Year 12

Name of course _____

(Indicate 100 or 200 hours for year 9 and 10 courses) (Includes Beginners or Continuers for Languages)

NESA Course Number _____ Units _____ *(where applicable)*

Course requested for 2021 Year 9 Year 10 Year 11 Year 12

Beginners/Continuers languages MUST HAVE completed a Language Declaration Form before the application can be processed.

SXDE office use only: Approved _____ Date _____ In Quota Out of Quota

Application Category _____ Approval Category _____

Compressed

Accelerated

Reason for application - Please tick the relevant category

In quota:-

- 3.1.1 Schools requiring access to an elective subject in Years 9 and 10
- 3.1.2 Schools accessing subjects to meet NESA minimum requirements for the HSC
- 3.1.3 Schools accessing subjects to meet the needs of students with special circumstances
Please provide documentary evidence
- 3.1.4 Schools requiring flexible curriculum to facilitate acceleration

Out of quota:-

- 3.2.1 Students whose study has been interrupted by transfer to another school

Date of transfer _____ *Previous school* _____

Please provide on page 3 details of assessment and topics already covered
- 3.2.2 Specific single subject languages for small cohorts
- 3.2.3 Vocational education and training in remote school
- 3.2.4 Schools requiring access for students with confirmed disabilities
Please provide documentary evidence
- 3.2.5 Full-fee paying overseas students currently enrolled in NSW government or non-government schools
Please provide documentary evidence
- 3.2.6 Students with unforeseen and unique circumstances – BEFORE cut-off date
Please attach written approval from the Directors as appropriate
- 3.2.6 Students with unforeseen and unique circumstances – AFTER cut-off date
Please attach written approval from the Directors as appropriate

Vocational Education and Training

Has the student completed any VET competencies

Yes

No

If yes – please provide your Board of Studies print out of competencies achieved

Home school principal's statement of support

Principal's name _____

Principal's signature _____ Date _____

Course information (for continuing students – Category 3.2.1)

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

RoSA grade _____ Year 11 course complete Yes No

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

Topics already covered Year 10 Year 11 Year 12

Courses to be studied in 2021

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. For example, if the school is offering six courses – English, Maths, Science, HSIE and Elective 1 and Elective 2 – the distance education course must replace one of the six courses. In the case of schools offering seven courses – English, Maths, Science, HSIE and Elective 1, Elective 2 and Elective 3, likewise the distance education subject must replace one of these courses.

List the electives this student will study in 2021 including the requested distance education course.

Students in Year 11 and 12

List all courses to be studied in 2021 including the requested distance education course. Place the unit value in the box. 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.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____		

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 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 and will be completed on the date(s) and at the time(s) specified and will be submitted by the due date
- Teaching materials and resources that have been issued by Southern Cross School of Distance Education will be returned when the student completes the course or leaves the school

The supervisor agrees to:

- Sign assessments and learning activities where required (work may be invalid without signature).
- Interpret and explain instructions / 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 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
- Inform of student illness or absences that affect the student's ability to complete set activities
- Apply for Disability Provisions for Year 12 students

I understand the conditions for single course provision and 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.

(Please print clearly)

Supervisor's name (Mr/Ms/Mrs/Miss/Dr) _____

Position _____

Supervisor's school email _____

Supervisor's signature _____ Date _____

CANVAS

Southern Cross School of Distance Education uses a learning management system called "CANVAS" to host all of its online learning materials and courses.

The *Student Online Learning Guide* outlines the minimum specifications required and details how students can participate in online learning courses.

This guide is found at the link below. All information relevant to Canvas delivery is found here and is continually updated if changes are made.

<http://sthcrossc-d.schools.nsw.gov.au/online-lessons/canvas.html>

Principal's agreement – conditions for single course provision

Single course provision will be considered only when the home school principal certifies that DEC 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 assignments, 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 assignments, 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.
- A suitable and safe work placement for any vocational education and training course is possible.
- Access to a suitable venue and supervision for NESA examinations is available.

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

- All resources will be returned as required.
- **The student is entered for the NESA by the home school for Year 10, Year 11 or Year 12, indicating that the course is studied "elsewhere" at the Southern Cross School of Distance Education - NESA number 4659.**
- Where the student is applying for single course provision in a Higher School Certificate course, the Year 11 requirements for that course have been met.
- Written notification will be made to Southern Cross School of Distance Education in the event of a change of supervisor.
- **The home school will notify Southern Cross School of Distance Education of any special needs, special circumstances, special provisions or learning adjustments made for this student.**

Please complete the following:

- a) The student's previous history may pose a risk of some type to the student, other students, or staff at Southern Cross School of Distance Education. Yes No
If yes, I have attached a copy of the current **risk assessment**. Yes No
- b) 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
- c) Does this student have any other medical conditions that we need to be aware of? Yes No
If yes, please provide details. _____

I am aware that this application will not proceed until:

- All pages/check boxes are completed
- Evidence of payment has been received (NSW DEC schools)
- Student, Supervisor and Principal have signed
- Student has been 'shared' on ERN (NSW DEC schools) in the current year

The student's enrolment is dependent on the above conditions for the duration of the course.

I agree to the conditions for single course provision for distance education as listed above and I have nominated a teacher _____ as the school supervisor for this student.

I confirm that:

- Payment will be made to Southern Cross School of Distance Education – (refer to school contributions page)

Principal's name _____

Principal's signature _____ Date _____

School contributions for Government school students 2021

New enrolments in Years 9 and 11, 2021

\$220 (2 years)

NO GST

Enrolments in Year 9 and Year 11 must pay for 2 years.

If a student does not continue the second year of the course, \$110 will be refunded.

A Single Course Leaver form must be completed prior to requesting this refund.

Enrolment, or continuing enrolment for 1 Unit Extension Course

\$110 (1 year)

New enrolments in Years 10 and 12, 2021

\$110 (1 year)

There may be an additional fee for some subjects. For example:-

Textiles and Design

Visual Arts Year 12

This fee covers the cost of materials required. If the student does not continue with the course, this fee **will not** be refunded.

Discontinuing a course at a Government School

- Where a student discontinues after beginning the course, the student contributions for Government School students are **non-refundable**.

Please note:

If an enrolment is processed but the student does not begin the course there will be a \$50 charge.

1. Students: please pay your home school the full course fee

2. Home schools:

- Evidence of students payment must be provided with enrolment form before enrolment will be finalised.
- Interschool journal request will be emailed to your school.

If a government school decides to pass onto a parent/carer the course cost rather than meet it from the school budget, the cost is to be treated as Voluntary School Contribution in line with the Department's Voluntary School Contribution Policy.

School contributions for Non-Government school students 2021

Enrolment, or continuing enrolment Years 11 or 12, 2021	\$800 (1 year)	NO GST
Enrolment, or continuing enrolment for 1 Unit or Extension Course	\$400 (1 year)	
Enrolment, or continuing enrolment – Years 9 or 10, 2021	\$340 (1 year)	

There may be an additional fee for some subjects. For example:-

Textile and Design
Visual Arts Year 12

This fee covers the cost of materials required. If the student does not continue with the course, this fee will not be refunded.

Discontinuing a course at a Non-Government School

- Where a student in a Non-Government School discontinues a course **within one term**, the course fee is 75% refundable
- Where a student in a Non-Government School discontinues a course **within two terms**, the course fee is 50% refundable.
- Where a student in a Non-Government School discontinues a course **after more than two terms**, the course fee is non-refundable.

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

<u>Years 9 – 10</u>		<u>Year 11</u>		<u>Year 12</u>	
Enrolled for	Refund	Enrolled for	Refund	Enrolled for	Refund
4 terms	Nil	3 terms	Nil	4 terms	Nil
3 terms	Nil	2 terms	\$267	3 terms	Nil
2 terms	\$170	1 term or less	\$534	2 terms	\$400
1 term or less	\$255			1 term or less	\$600

Please note:-

If an enrolment is processed but the student does not begin the course the following charges will apply:-

Year 11 and Year 12 - \$100.00

Year 9 and Year 10 - \$50.00

1. Students: Please pay your home school the full course fee.

2. Home schools:

- Schools will be invoiced with payment method details from ED Connect. (Department of Education's finance department)

Parent / Student information page 1

Parent/Carer details

Mr/Mrs/Ms/Miss/Dr Given name _____ Family name _____

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

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

Home Address _____

Suburb _____ Postcode _____

Mailing Address (if different) _____

Suburb _____ Postcode _____

Home telephone () _____ Mobile telephone _____

Family email address _____

Additional student information

Does the student have any brothers or sisters enrolled at a NSW government school?

Brother's/sister's family name _____ Brother's/sister's given name _____

Date of birth _____ Male Female

Is the student of Aboriginal or Torres Strait Islander origin?

No Aboriginal Torres Strait Islander Both Aboriginal and Torres Strait Islander

This question is for Non-Government schools only - Australian citizen born in Australia Yes No

If no, please complete "Residency Status Details" form on page 10.

Note: Enrolment cannot be finalised until this information is received.

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

It is a requirement that students enrolled at Southern Cross School of Distance Education are able to attend mini schools and/or excursions when necessary. On these occasions the following condition will need to be met:

- Parent/guardian/carer will need to make suitable travel arrangements. Please note that no supervision will be provided by SCSODE during students travel

Students will be notified when mini schools and excursions are organized and further details will be given.

- 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 at Southern Cross School of Distance Education regularly. Yes

Course _____

Student's Signature _____ Date _____

Parent's/Carer's Signature _____ Date _____

Permission to publish

Southern Cross 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 discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information. Published information can also be linked to by third parties.

I have read this permission to publish and:

Please tick the appropriate box

- I give permission
- I do not give permission

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

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

Child's name (please print): _____

Parent/carer's name (please print): _____

Parent/carer's signature: _____ Date: _____

Parent / Student information page 3

Residency Status Details – NON GOVERNMENT SCHOOLS ONLY

Student Name:		
School/College:		
Country of birth:		
Country of citizenship:		
What is the student's residency status: <i>Please tick</i>	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> New Zealand Citizen	<input type="checkbox"/> Permanent Residence <input type="checkbox"/> 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 For Subordinate visa holders tick S	<input type="checkbox"/> P <input type="checkbox"/> S	
What is the current visa sub-class:		
Visa expiry date:	/ /	
Is the student an international full-fee paying student: <i>Please tick</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	