

# SINGLE COURSE CURRICULUM PROVISION INFORMATION HANDBOOK



## **Schools should retain this Information Handbook as a reference**

Applications from NSW Public Schools and Other Education Providers should be received at Finigan School of Distance Education by 8 November 2023 for the following year and must be finalised by 14 February 2024.

Applications after this date can only be considered if endorsed by the Director Educational Leadership for the requesting school or, in the case of other education providers, the Director Educational Support and Rural Initiatives as an unforeseen and unique circumstance.

For further information please refer to Distance Education Procedures <https://education.nsw.gov.au/teaching-and-learning/curriculum/rural-and-distance-education/distance-education>

# Table of Contents

---

<b>About the School</b>	<b>4</b>
Who can apply?	4
When can students apply?	4
How do students apply?	4
What are the benefits?	4
Single Course Enrolment Enquiries	4
<b>Key Single Course Personnel</b>	<b>5</b>
Useful Websites	5
<b>Important Information</b>	<b>6</b>
Regular Supervision	6
Textbook and Resource Responsibility	6
Year 11 and HSC Course Assessment	6
NESA Entries	6
Continued Single Course Provision	6
Privacy of Information	6
Live Lessons	7
Residency and Temporary Visa Status	7
Course Access Fees 2024 - Other educational providers	9
<b>Courses Available</b>	<b>10</b>
Year 11 and Higher School Certificate Courses (Stage 6)	10
Years 9 and 10 Courses (Stage 5)	12
Language Requirements and Costs	13
<b>Years 9-12 Single Course Provision Procedures</b>	<b>14</b>
Purpose	14
Application and approval	14

---

<b>Common requirements for single course provision</b>	<b>14</b>
<hr/>	
<b>Annual quota applying to new applications</b>	<b>15</b>
<hr/>	
Applications where the quota applies	15
Applications not subject to quota	16
<b>Languages</b>	<b>18</b>
<hr/>	
Stage 6 Beginners' Languages	18
Beginners course eligibility and exchange students	18
Stage 6 Continuers Languages	18
<b>Appendix 1 - Unforeseen and Unique Circumstances Application for Single Course Provision</b>	<b>19</b>
<hr/>	
<b>Government Schools</b>	<b>19</b>
<hr/>	
<b>Appendix 2 - Unforeseen and Unique Circumstances Application for Single Course Provision</b>	<b>20</b>
<hr/>	
<b>Other education providers</b>	Error! Bookmark not defined.
<hr/>	
<b>Appendix 3 - Single Course Provision</b>	<b>21</b>
<hr/>	
<b>Withdrawal Notification</b>	<b>21</b>
<hr/>	



# About the School

---

Finigan School of Distance Education is a NSW Government school. We provide for the education of students who are unable to fulfil their educational requirements at their own school. Students need to meet specific guidelines to be eligible for enrolment in distance education. Single course students can study one (or more) courses through Finigan School of Distance Education while continuing to study the rest of their courses at their home school.

## Who can apply?

Any student who cannot study the course in their current school can apply. The application will be completed and submitted by the student's home school. Approval will be based on meeting the eligibility criteria described in the Distance Education Enrolment Procedures.

<https://education.nsw.gov.au/teaching-and-learning/curriculum/rural-and-distance-education/distance-education>

## When can students apply?

Single course applications are to be completed by 8 November 2023. All enrolments must be finalised by 14 February 2024. Applications for students beginning a HSC course should be made by the end of Term 3 to ensure the student begins at the commencement of the HSC course in Term 4.

## How do students apply?

Applications are made by the Principal of the home school. The Principal will determine if the application is within their schools quota requirements and the student meets the guidelines for provision of a single course through Finigan School of Distance Education before sending the application.

## What are the benefits?

Studying by distance education enables students to:

- select courses of interest or necessity which may be unavailable in the home school
- fit their study into existing school timetables and work at their own pace in their own time
- have direct contact with teachers by email, phone and via Teams
- have teachers visit students in their school where possible
- attend study days, seminars and excursions to provide contact with other students across the cohort.

## Single Course Enrolment Enquiries

Phone: (02) 6210 5200

Email: [finiganSDE@det.nsw.edu.au](mailto:finiganSDE@det.nsw.edu.au)



## Key Single Course Personnel

---

Distance Education Reception	(02) 6210 5200
International Phone	+61 2 6210 5200
Principal	Daniel Rattigan
Deputy Principal	Colin Devitt K-8 Penelope Field Yr 9 Harvey Wilson Yr 10 Kylea Rowing Yr11-12
School Administration Manager	Sue Evans-Smith
Manager – Rural and Distance Education	Phone (02) 6334 8060

### Useful Websites

Finigan School of Distance Education website

<https://finigan-d.schools.nsw.gov.au/>

Distance Education Enrolment Procedures

<https://education.nsw.gov.au/teaching-and-learning/curriculum/rural-and-distance-education/distance-education>

Rural and Distance Education

<https://education.nsw.gov.au/teaching-and-learning/curriculum/rural-and-distance-education>

The NSW Education Standards Authority (NESA)

<http://educationstandards.nsw.edu.au/wps/portal/nesa/home>



# Important Information

---

## Regular Supervision

Regular supervision is essential to support effective student learning through distance education. The Principal of Finigan School of Distance Education will need to be assured that the student will be adequately supervised at all times by the school supervisor. The home school Principal will ensure there are adequate facilities and supervision during periods timetabled for distance education. If there are occasions when the supervision or facilities are inadequate while the student is working on their distance education, the home school Principal will arrange suitable alternatives.

## Textbook and Resource Responsibility

**Home schools are responsible for the supply of textbooks and equipment to their students.** If a student selects a course requiring special kits or equipment that the home school cannot provide and which are integral to the course, an extra course fee may apply.

## Year 11 and HSC Course Assessment

Single course students should be informed of the NESAs assessment procedures by their home school and the rules of Finigan School of Distance Education, available on our website.

## NESA Entries

The home school will be responsible for entering the student on NESA using our school code 4661 for the subject they study at Finigan School of Distance Education.

## Continued Single Course Provision

Continued provision of distance education is conditional on the student's regular return of course work. The success of a student's program relies on good supervision, open communications, planning for agreed outcomes and appropriate intervention when necessary.

Where it becomes evident that distance education is not meeting the student's learning or wellbeing needs, continued provision may be in jeopardy. The student will then be referred to the Principal of the home school for further educational support or alternative curriculum options.

## Privacy of Information

The personal information provided on the application form is obtained for the purpose of processing the student's application for enrolment. It will be used by the Department of Education for general student administration and communication and other matters relating to the education and welfare of the student. While the provision of this information is voluntary, if you do not provide all or any of this information it may delay or prevent the processing of this application for enrolment. This information will be stored securely. You may access or correct any personal information provided by contacting the school.



## Live Lessons

Throughout each course we will be having weekly online lessons (live lessons). There will be a timetable indicating set times for live lessons. Students are expected to attend the live lesson whenever possible, to enhance their understanding of the course. For single subject students who may be unable to attend live lessons (due to other timetabled commitments), recorded copies of live lessons will be made available on the eLearning platform. Students are required to engage with the live lessons as they will address some of the more challenging aspects of the course and will often contain examination and assessment task strategies.

## Residency and Temporary Visa Status

Students eligible to enrol at Finigan School of Distance Education must be Australian citizens, reside in/resident of NSW, or those with Permanent Visas resident in NSW. Students holding Temporary Visas will need to telephone Finigan School of Distance Education to discuss the application on (02) 6210 5200.

## Course Access Fees 2024

---

### Important information

- All schools will pay a contribution fee for each student accessing distance education that reflects part of the staffing cost of this provision and course fees.
- NSW fully funded public schools contribute to the staffing costs of student accessing distance education through the staffing system.
- A student's education provider will be responsible for all costs of studying via distance education as published by the zoned distance education provider.
- The distance education provider will not accept fees directly from parents/carers.
- The NSW Department of Education **does not** determine whether schools will meet the course costs or pass them on to the parents/carers.
- Fees for access to single course distance education will be reviewed annually and are subject to change.
- Additional course costs may be incurred for courses with practical work as a course component and are set by the distance education school.
- When the home education provider, parents/carers and students have completed the distance education single course application, the **student's home** education provider will complete the necessary paperwork for the transfer of the funds to the distance education school.

Please consider this information **prior to applying** for access to distance education single courses.

Further information can be found in the FAQ's fact sheet at the end of this document.



## Course Access Fees 2024 NSW fully funded public schools

---

Enrolment	Cost
New enrolment or continuing enrolment fee	\$115 (per year, per course)
<ul style="list-style-type: none"><li>▪ No GST is charged. Course access fees for NSW fully funded public schools are non-refundable if a student discontinues the course after enrolment.</li><li>▪ If a NSW fully funded public school chooses to pass the cost to the student's family rather than pay from the school budget, the cost is treated as a Voluntary School Contribution in line with the NSW Department of Education's Policy.</li><li>▪ If an enrolment is processed but the student does not begin the course, there will be a \$50 charge.</li></ul>	

*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.*





## Course Access Fees 2024 - Other educational providers

Enrolment, or continuing enrolment Years 11 or 12	\$800 (1 year, per course)
Enrolment, or continuing enrolment in each 1 Unit Extension Course	\$400 (1 year, per course)
Enrolment, or continuing enrolment – Years 9 or 10	\$340 (1 year, per course)

*Note: There may be additional course fees for some courses.*

Where a student discontinues a course after commencement, the application fee of \$125 and the course fees (if applicable) are non-refundable.

### Refund Policy

If a student discontinues the course...	Amount refundable
Within 1 term	75%
Within 2 terms	50%
After more than 2 terms	Non-refundable

The pro-rata adjustments for refunds for other educational providers 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 or less	\$600	1 term	\$215

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



# Courses Available

## Year 11 and Higher School Certificate Courses (Stage 6)

Yr 11 NESA No.	Yr 12 NESA No.	No. of Units	Course Name	Course Fees
<b>English</b>				
11130	15130	2 Unit	Standard	
11140	15140	2 Unit	Advanced	
30105	15126	2 Unit	Studies *	
11165	15155	2 Unit	English as an Additional Language or Dialect (EAL/D)	
11150	15160	1 Unit	Extension 1	
	15170	1 Unit	Extension 2	
<b>Mathematics</b>				
11236		2 Unit	Mathematics Standard	
11255	15255	2 Unit	Mathematics Advanced	
	15231	2 Unit	Mathematics Standard 1 – HSC	
	15236	2 Unit	Mathematics Standard 2 – HSC	
11250	15250	1 Unit	Mathematics Extension 1	
	15260	1 Unit	Mathematics Extension 2 – HSC Only	
30130	30140	2 Unit	Numeracy*	
<b>Science</b>				
11010	15010	2 Unit	Agriculture	
11030	15030	2 Unit	Biology	
11050	15050	2 Unit	Chemistry	
11100	15100	2 Unit	Earth and Environmental Science	
11310	15330	2 Unit	Physics	
<b>Human Society and Its Environment</b>				
11020	15020	2 Unit	Ancient History	
11270	15270	2 Unit	Modern History	
11000	15000	2 Unit	Aboriginal Studies	
11040	15040	2 Unit	Business Studies	
11110	15110	2 Unit	Economics	
11190	15190	2 Unit	Geography	
11220	15220	2 Unit	Legal Studies	
11330	15350	2 Unit	Society and Culture	
11350	15370	1 Unit	Studies of Religion 1	
11360	15380	2 Unit	Studies of Religion 2	
35201	35203	2 Unit	Work Studies *	
<b>CAPA (Creative and Performing Arts)</b>				
11070	15070	2 Unit	Dance	
11090	15090	2 Unit	Drama – for cohorts of 3 or more at the one school	
11280	15290	2 Unit	Music 1	
11290	15300	2 Unit	Music 2	
	15310	1 Unit	Music Extension – HSC only by application	
		1 or 2 Unit	Photography, Video & Digital Imaging*	
11380	15400	2 Unit	Visual Arts	^
		1 or 2 Unit	Visual Design*	^



Yr 11 NESA No.	Yr 12 NESA No.	No. of Units	Course Name	Course Fees
<b>Languages</b>				
See attached list for cost of books & ISBN numbers				
11630	15670	2 Unit	French Beginners	
11640	15680	2 Unit	French Continuers	
11650	15700	2 Unit	German Beginners	
11660	15710	2 Unit	German Continuers	
11720	15790	2 Unit	Italian Beginners	
11730	15760	2 Unit	Italian Continuers	
11740	15820	2 Unit	Japanese Beginners	
11750	15830	2 Unit	Japanese Continuers	
<b>PDHPE</b>				
11060	15060	2 Unit	Community & Family Studies	
11300	15320	2 Unit	PDHPE	
35015	35017	2 Unit	Sports, Lifestyle and Recreation*	
<b>Technological and Applied Studies</b>				
		1 or 2 Unit	Computer Applications *	
11080	15080	2 Unit	Design & Technology	
11120	15120	2 Unit	Engineering Studies	
TBA	TBA	2 Unit	Enterprise Computing	
		1 or 2 Unit	Exploring Early Childhood*	
11180	15180	2 Unit	Food Technology	
11200	15200	2 Unit	Industrial Technology – Graphics	
11200	15200	2 Unit	Industrial Technology – Multimedia	
TBA	TBA	2 Unit	Software Engineering	
11370	15390	2 Unit	Textiles & Design	

\* Course DOES NOT contribute towards an ATAR for university entrance

~ Students who intend to undertake the optional HSC examination must be enrolled in this course

^ Optional cost



## Years 9 and 10 Courses (Stage 5)

100 Hrs	200 Hrs	Course name	Course Fees & Kit Charges
<b>2 Year Elective Courses (100 or 200 Hours)</b>			
411	410	Aboriginal Studies	
1606	1605	Agricultural Technology	
38104	38103	Child Studies	
431	430	Commerce	
TBA	TBA	Computing Technology	
2001	2000	Dance	
2011	2010	Drama	
1626	1625	Food Technology	
1701	1700	Graphics Technology	
1807		Industrial Technology – Electronics (100 hours)	\$160
	1806	Industrial Technology – Electronics (200 hours)	\$115
Languages			
871	870	French	
881	880	German	
921	920	Italian	
931	930	Japanese	
2051	2050	Music	
2081	2080	Photographic and Digital Media	
38101	38100	Physical Activity and Sports Studies	
1901	1900	Textiles Technology	
2061	2060	Visual Arts	
<b>1 Year Elective Courses (100 Hours only) (Year 9 or 10)</b>			
2001		Dance	
2011		Drama	
2081		Photographic and Digital Media	
2071		Visual Design: Cartooning and Animation	^

^ *Optional cost*



## Language Requirements and Costs

The course books must be provided by the home school.

Students are required to purchase the workbooks.

Please indicate clearly on the enrolment form if the student has prior knowledge of these languages.

### Stage 5 Courses – Years 9 & 10

(suitable for students continuing with the language)

Pronti Via 2 – Italian Thomson Nelson	Student Course book <b>Confer with Italian teacher prior to purchase.</b>	\$63.00 – 9780170102438
--	--	-------------------------

### Stage 6 French and German Courses – Years 11 & 12

Genau Senior Thomson Nelson	Year 11 & 12 German - 2 Unit	
	Continuers Course Textbook	\$76.00 – 9780170128315
	Workbook	\$45.00 – 9780170218290

*These prices are subject to change by the publishers at any time without notification.*



# Years 9-12 Single Course Provision Procedures

---

## Purpose

The primary purpose for single-course provision through distance education is to enable students enrolled full-time in a school to meet Department of Education mandatory requirements and NESA minimum requirements for the award of a RoSA or Higher School Certificate.

## Application and approval

Applications for single course provision are made by the Principal of the student's home school.

The Principal of Finigan School of Distance Education approves the provision of single courses. Some categories of single course provision in distance education have specified processes of referral and recommendation to be followed prior to consideration by the Principal of Finigan School of Distance Education.

## Common requirements for single course provision

Single course provision will be considered only when the home school Principal:

- the student meets all eligibility conditions of the selected course
- the student is capable of working independently
- a member of the 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 that 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 will send and receive emails from the Department's student portal
- 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 NSW Education Standards Authority (NESA) examinations is available
- the home school supervisor will communicate a student's progress to Parents/Carers.



## Annual quota applying to new applications

Schools have maximum flexibility within the limits of the annual quota. For example, students can be included in more than one course, or schools can fill their annual quota in a single course.

Schools other than schools for specific purposes (SSPs) or schools in juvenile justice settings seeking single course provision for students can forward a maximum number of new applications per year according to the following schedule.

Total secondary school enrolment	New applications per year
300 or fewer	15
301 to 500	9
More than 500	6

Specialist settings attached to other schools, such as tutorial centres and support classes, should make their requests for curriculum support to their home school. If the home school cannot provide the necessary levels of support, the Principal can apply for single course provision on behalf of the specialist setting within the existing quota.

### Applications where the quota applies

#### 3.1.1 Schools requiring access to an elective course in Years 9 and 10

When a school requests access to an elective course for a student in Year 9 or 10, it replaces a school-delivered elective course. Courses studied by a student should not exceed the equivalent of seven 200-hour courses.

#### 3.1.2 Schools accessing courses to meet NESA minimum requirements for the HSC

The maximum number of units studied by a student, including the distance education courses, must not exceed 13 units in Year 11 and 11 units in Year 12.

Students completing study of a course at the end of Year 10 are not considered to be continuing their study of the same course for Year 11. These students count as part of each school's annual quota for new applications.

#### 3.1.3 Schools accessing courses to meet the needs of students with special circumstances

When the Principal can establish that a student's special circumstances require access to distance education, the Principal can apply to the distance education school for single course provision with accompanying documentary evidence to substantiate their application.



### 3.1.4 Schools requiring flexible curriculum to facilitate acceleration

When a school requests access to a course for acceleration purposes, they must provide evidence of a rigorous identification and school-based management program before applying for distance education. Applications must comply with the Assessment Certification Examination (ACE) requirements on the NESA website, particularly documents 8001, 8043 and 8104. This evidence can include, but is not limited to:

- NAPLAN results
- school counsellor's report
- secondary reports from Year 7 onwards
- letter of recommendation from the home school Principal indicating support for the request, and outlining steps the school has taken to facilitate the acceleration before considering distance education.

Students accelerating into a Stage 6 course need to have completed All My Own Work before commencement.

The home school is responsible for completing the NESA form for notification of acceleration for more than 12 months, if applicable.

### Applications not subject to quota

School Principals who seek distance education single course provision for students in the following circumstances must provide a statement justifying the application.

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

Students who are committed to the study of a course in Stage 5 or Stage 6, whose study has been interrupted by transfer to another school may have an application made on their behalf by the Principal of the new school. Applications for single course provision for these students should be made as soon as possible after the student arrives at the new school. This may include students who are temporarily attending a NSW Secondary School while on a recognised exchange program.

#### 3.2.2 Specific single course languages for small cohorts

Consideration for out of quota placements will only be accepted for small numbers of students and will not include a course offered at that year level by the home school. The Principal of the home school must provide evidence to the distance education school that they cannot provide access to language courses in any other way than distance education. Consideration for provision outside of quota will not be considered after Wednesday 17 February 2021 when all enrolments are finalised (see application closing dates).

#### 3.2.3 Vocational education and training in remote schools

Students in remote schools with a current Aria+ ranking greater than or equal to 2.4 who wish to study a vocational education and training (VET) course that contributes towards the HSC can have the Principal of their school make an application for single course provision on their behalf.

#### 3.2.4 Schools requiring access for students with confirmed disabilities

Students unable to undertake a course at their school because their disability restricts their access to specialist teaching areas or facilities can have the Principal of their school make an application for single course provision on their behalf. It is permitted for a student to access more than one course outside of quota in this category.





### **3.2.5 Full-fee-paying overseas students currently enrolled in NSW government or Other Education Providers**

NSW government or Other Education Providers that have enrolled full-fee-paying overseas students can apply to the local distance education school for single course provision to meet the needs of these students.

The application should explain why the home school cannot provide for the student.

### **3.2.6 Students with unforeseen and unique circumstances**

This category is designed to meet circumstances not identified elsewhere in this document and may include more than one course.

Schools should provide their request for consideration to their Director Educational Leadership. Other Education Providers should provide their request for consideration to the Director Secondary Education.

The relevant Director will consider if:

- all local options to provide specific curriculum for the student have been exhausted
- that distance education curriculum access is required as part of a documented personal learning plan detailing the student's learning support needs for each course requested
- the educational monitoring and welfare needs of the student will be met by the home school
- curriculum access through a distance education school is the most appropriate option.



# Languages

---

Finigan School of Distance Education currently offers four languages:

- French
- German
- Italian
- Japanese

## Stage 6 Beginners' Languages

A Beginners' course is a course of study that is intended to cater only for students who have very little or no prior knowledge of a language, either written or spoken, and who wish to take up the study of that language as beginners. Within these guidelines, NESA delegates to the Principal the authority to determine a student's eligibility for a Beginners' course.

Students who have no experience of the language or whose experience is derived solely from 100 hours or less of the language in Stage 4 or 5 are eligible to undertake the Beginners' course in that language. No other student is eligible.

A central factor in determining eligibility for Beginners' courses is whether a student has had the equivalent of more than 100 hours experience of the language during Years 7-10.

## Beginners course eligibility and exchange students

Prior participation in a significant in-country experience automatically renders a student ineligible to undertake a Beginners' course in the language of that country. A student exchange program of more than three months that involves experiences such as homestay and attendance at school is considered a significant in-country experience.

All students wishing to study a Stage 6 Beginners' course are required to complete a statutory declaration. The declaration must be witnessed by a Justice of the Peace and should accompany the student's application for enrolment. The declaration is available on our website.

## Stage 6 Continuers Languages

Students wishing to study Continuers Languages are required to complete a statutory declaration. The declaration must be witnessed by a Justice of the Peace and should accompany the student's application for enrolment. The declaration is available on our website.

### **WARNING**

*Students will be assessed on enrolment to determine language ability. Should it become apparent that after this initial assessment the student displays linguistic skills above what could be reasonably expected, the student's position in the course will be reassessed.*



# Appendix 1 - Unforeseen and Unique Circumstances Application for Single Course Provision

---

## Government Schools

School name: \_\_\_\_\_

School postal address: \_\_\_\_\_

School phone: \_\_\_\_\_

School Email: \_\_\_\_\_

Student name: \_\_\_\_\_ Year: \_\_\_\_\_

## Referral

This category is designed to meet unforeseen and unique circumstances not identified in the Single Course Provision Information Handbook.

### Application and Approval – Single Course Provision

Principals of home or host schools who seek single course provision to meet unforeseen and unique circumstances not identified in the Distance Education Enrolment Procedures must provide a statement outlining these circumstances and provide their request for consideration by the Director, Educational Leadership.

---

---

---

## Director, Educational Leadership

I have reviewed the documentation for this application for distance education. I certify that:

- policies or procedures have been followed
- the educational and/or welfare needs of the student cannot be met by the home or host school
- there are no other ways the home or host school can provide the course requested (eg through a connected classroom arrangement)
- the distance education school is the most appropriate option.

I recommend single course provision for the student whose name appears above.

Name of Director, Educational Leadership: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix 2 - Unforeseen and Unique Circumstances Application for Single Course Provision

### Other education providers

Applications, with this Distance Education Supplement, are sent to: Leader, Rural and Distance Education

PO Box 717, Bathurst NSW 2795 OR Email: RDE@det.nsw.edu.au

School name: \_\_\_\_\_

School postal address: \_\_\_\_\_

School phone: \_\_\_\_\_

School email: \_\_\_\_\_

Student name: \_\_\_\_\_ Year: \_\_\_\_\_

### Referral

This category is designed to meet unforeseen and unique circumstances not identified in the Single Course Provision Information Handbook.

#### Application and Approval – Single Course Provision

Principals of home or host schools who seek single course provision to meet unforeseen and unique circumstances not identified in the Distance Education Enrolment Procedures must provide a statement outlining these circumstances and provide their request for consideration by the Director, Educational Support and Rural Initiatives.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Director, Educational Support and Rural Initiatives

I have reviewed the documentation for this application for distance education. I certify that:

- policies or procedures have been followed
- the educational and/or welfare needs of the student cannot be met by the home or host school
- there are no other ways the home or host school can provide the course requested (eg through a connected classroom arrangement)
- the distance education school is the most appropriate option.

I recommend single course provision for the student whose name appears above.

Name of Director, Educational Support and Rural Initiatives: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix 3 - Single Course Provision

### Withdrawal Notification

Student surname: \_\_\_\_\_ Student first name: \_\_\_\_\_

Course: \_\_\_\_\_ Year: \_\_\_\_\_

School name: \_\_\_\_\_

Supervisor email address: \_\_\_\_\_

#### Reason for withdrawal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Checklist and declaration

This is to notify Finigan School of Distance Education that the above student has:

- ceased study with Finigan School of Distance Education as of the following date \_\_\_\_\_
- been withdrawn from Schools Online, NESAs (Finigan School of Distance Education 4661)
- returned all resources to Finigan School of Distance Education

Parent/carer's name: \_\_\_\_\_

Parent/carer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's name: \_\_\_\_\_

Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_

FSDE OFFICE USE ONLY	
Date: _____	Signed: _____
Withdrawn DEMS <input type="checkbox"/>	Withdrawn ERN <input type="checkbox"/>

## Course Access Fee Frequently Asked Questions

---

### NSW fully funded public schools

#### **Why must I pay to access a Single Course Distance Education course?**

NSW fully funded public schools with students undertaking distance education will have a staffing reduction. The \$115 (Ex GST) Course Access Fee contributes the additional costs of delivery of the single course to the student from the distance education provider.

#### **If I pay the \$115 (ex GST) Course Access Fee per year, why am I charged for additional resources?**

For the most part the course access fee is the only fee that needs to be paid however, some practical courses such as Textiles and Design or Visual Arts may incur additional costs for materials that needs to be covered. This would be the same if accessing these courses in a mainstream educational environment.

#### **What happens if, for whatever reason, we no longer require access to the course? Do I get a refund?**

No. Once the course access fee and any course fees are paid they are not refundable. Therefore we ask you to have in-depth conversations with your school to ensure that accessing a single course is reflective of the academic or vocational needs of your student.

#### **What happens if I pay the Course Access and Course Fees and my child changes schools?**

Once a student accesses a Distance Education course that access continues unless terminated.

### Other educational provider applicants:

#### **Why must I pay to access a Single Course Distance Education course?**

If you attend an educational institution that is not a NSW fully funded public school, then the course access fee represents a contribution to the staffing reduction incurred by public schools.

#### **I am already paying significant school fees, why must I pay this Course Access Fee?**

The course cost is charged to your chosen education provider. The Department of Education does not determine if your chosen education provider will meet the course costs or pass them on to the parents/carers. The amount required to access single course distance education is reviewed and set annually by The Department of Education.

#### **If I pay the course access fee per year, why am I charged for additional resources?**

For the most part the course access fee is the only fee that needs to be paid however, some practical courses such as Textiles and Design or Visual Arts may incur additional costs for materials that needs to be covered. This would be the same if accessing these courses in a mainstream educational environment. You should consult your chosen education provider about your course choice to clarify this concern.

#### **What happens if, for whatever reason, we no longer require access to the course? Do I get a refund?**

Yes. Depending on what stage the student exits the course you will receive a pro-rata adjusted refund. Please refer to your enrolment package for these details or ask your chosen education provider. See page 9 for structure of refunds.

#### **What happens if I pay the Course Access and Course Fees and my child changes schools?**

Once a student accesses a distance education course that access continues unless terminated.

