

SINGLE COURSE ENROLMENT APPLICATION



2024

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.

Applications from both 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.

SECTION 1 | TO BE COMPLETED BY PARENT/CARER & STUDENT

STUDENT INFORMATION

Student's surname:

Student's first name:

Student's preferred name:

School name:

Age: Date of birth: Gender: Male Female Other

Name of course:

Student mobile number:

Current school year:

Student's school email address (Gov): @education.nsw.gov.au

This will be the email that all correspondence will be sent to

Student's school email address (Other): @

Once approved you will be allocated an @education account

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

Student Registration Number (SRN): NESA Number:

Is the student of Aboriginal or Torres Strait Islander origin?

No Aboriginal Torres Strait Islander Both Aboriginal and Torres Strait Islander

Is the student an Australian citizen born in Australia: Yes No If yes, please go to the next section.

If no, please complete "Residency Status Details" on page 6.

What is the country of birth of the student seeking to be enrolled?

List all Language/s spoken at home (other than English)

Please note if you are a Temporary Visa holder, see page 6 for eligibility.

PARENT/CARER 1 DETAILS | WITH WHOM THE STUDENT NORMALLY LIVES

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

Mailing address (if different):

Suburb: Postcode:

Home phone: Mobile phone:

Family email address:

PARENT/CARER 2 DETAILS

If applicable, copies of any relevant family law or other court orders must be provided.

Student resides with this person Student sometimes resides here

Shared Parent Responsibility Parent/Carer not living with student

Title: Family name: Given name:

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

Home address:

Suburb: Postcode:

Mailing address (if different):

Suburb: Postcode:

Home phone: Mobile phone:

Family email address:

MEDICAL INFORMATION

Does your child have any allergies? (Please specify)

Does your child have an ASCIA Action Plan for Anaphylaxis? Yes No

If Yes, a copy of the most recent ASCIA Action Plan must be included.

Are there any medical conditions that would impact your child's learning that we should be aware of? If yes, please provide details and/or evidence.

STUDENT'S/PARENT'S/CARER'S UNDERTAKING

Parent/Carer's acknowledgement:

- I have read the relevant information and understand the conditions of this application Yes
- I have discussed the distance education requirements with the child Yes
- I understand any student updates and contact with Finigan School of Distance Education will be communicated via the home school's nominated supervisor. 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
- I agree to use the allocated @education email account for all communication and correspondence with Finigan School of Distance Education. Yes

Student's signature:

Date:

Parent/carer's signature:

Date:

PERMISSION TO PUBLISH

Finigan School of Distance Education seeks your permission to publish information about your child for the purposes of sharing their 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 Departmental and school social media accounts on networks such as YouTube, Facebook and Twitter pages.

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 may 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 the information about publishing student information (above) 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.

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

ONLINE SERVICES

The NSW Department of Education provides students with access to the Internet. Students also have access to a personalised email account and online applications. These resources enable students to collaborate with peers, publish online, and securely store their data for access within, or outside of, school.

When accessing some online services, data, including your child's name and files they have saved, are stored with the online application service provider in a location outside the Department's network. The Department has worked closely with online application providers to access privacy impacts and data security controls. Information about student privacy for parents is available from <https://education.nsw.gov.au/public-schools/going-to-a-public-school/privacy-information> or from your school.

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

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

Child's name:

Parent/carer's name:

Parent/carer's signature:

Date:

VIDEO CONFERENCING/LIVE LESSONS/MOBILE PHONE CONTACT/ THIRD PARTY WEB AND CLOUD BASED SERVICES

An important part of our educational delivery and support involves video conferencing activities, live lessons, and communication through mobile phones with teachers at Finigan School of Distance Education. Third-party online service providers such as Open LMS, Millennium and Style are also utilised to enhance student learning.

Please note: The NSW Department of Education has entered into an enterprise agreement with each of these providers after assessing their privacy impacts and data security controls as compliant with NSW privacy requirements. Further information is available from the privacy information sheets available on the DOE website.

I have read the information about video conferencing, online lessons, mobile phone contact and third party web and cloud based services:

I give permission

I do not give permission

for my child to be involved in the video conferencing, online lessons, communicate through mobile phones and use third party online service providers.

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

Child's name:

Parent/carer's name:

Parent/carer's signature:

Date:

RESIDENCY STATUS DETAILS

Complete this section if you answered No to 'Australian citizen born in Australia' on Page 1.

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 (*Please see below)

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

***Note:** If you are a Temporary Visa holder and you are not enrolled in a NSW government school through the Temporary Residents Program, please contact Finigan School of Distance Education on 02 62105200, to discuss eligibility.

COURSE REQUESTED

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

Name of course:

Beginners/Continuers language applications must be submitted with a completed Language Eligibility Declaration Form.

Stage 5

Year 9 100hrs

Year 10 100hrs (no prior learning)

Year 10 200hrs (completed 100hrs in Year 9)

Stage 6

Year 11 Units:

Year 12* Units:

*Has the student completed Year 11 in this course? Yes No

If the student has successfully completed Year 11, please provide a screenshot of the student's grade entered onto School's Online.

COURSE INFORMATION | FOR CONTINUING STUDENTS – CATEGORY 3.1.1, 3.2.1 & 3.2.6

Students that continue a course after transfer from a different school, please provide any reports and list topics already covered.

Year 9

Year 10

Year 11

Year 12

COURSES TO BE STUDIED IN 2024

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 2024 including the requested distance education course.

1.

2.

3.

STUDENTS IN YEAR 11 AND 12

List all courses to be studied in 2024 including the requested distance education course. To be eligible for distance education the student 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

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 responsibility for precautions and safety in all practical work. All formal communication will be addressed to the supervisor.

The supervisor will ensure:

- the student is supervised during school work activities
- the student is encouraged to complete and submit work for all courses on a weekly basis
- they will be contactable by phone, email, or voicemail
- tests, examinations, assessment tasks and assignments will be conducted under strict unaided supervision, ensuring the integrity of the task
- 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.

The supervisor agrees to:

- monitor the completion of set tasks and interact with the student as required in learning activities
- return the signed supervisor's declaration with any paper-based examination or assessment task
- 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 has the opportunity to satisfactorily participate in oral and practical work 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 if required
- encourages the student to attend the live lesson, if possible, or to view the recording of the live lesson
- ensure students fulfill course requirements
- support students to address/complete learning activities outlined in N Award warning letters
- ensure regular communication with FSDE to support students
- communicate with student's parents about their progress throughout the course.

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:

Supervisor's email:

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 examinations is available.

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

- All FSDE resources will be returned as required.
- The student is entered for NESAs 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 - NESAs 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:

- | | | |
|--|-----|----|
| ▪ Does the student's previous history 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 | |
| ▪ Does the student have any Education Plans E.G ILP, PLP, behaviour support plan? | Yes | No |
| If yes, I have attached a copy of the current plan. | Yes | |
| ▪ 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 | |
| ▪ Does this student have any other medical conditions? | Yes | No |
| If yes, please attach details. | Yes | |

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.

Please note: Incomplete application forms will be returned to the enrolling school for finalisation.

Principal's Statement of Support:

Principal's signature:

Date:

SINGLE COURSE FEES 2024 - NSW FULLY FUNDED PUBLIC SCHOOLS

Enrolment	Cost
New Enrolment or Continuing Enrolment Fee	\$115 (1 year, per course)
<ul style="list-style-type: none"> ▪ No GST is charged. Course access fees for NSW fully funded public schools are non-refundable if a student discontinues the course after enrolment. ▪ 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. ▪ If an enrolment is processed but the student does not begin the course, there will be a \$50 charge. 	

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 complete the Interschool Journal on page 12.

SINGLE COURSE FEES 2024 - OTHER EDUCATIONAL PROVIDERS

Enrolment, or continuing enrolment Years 11 or 12	Enrolment, or continuing enrolment in each 1 Unit Extension Course	\$800 (1 year, per 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

Please refer to Appendix 1 for more information on course fees.

Interschool Journal Finigan School of Distance Education – School Code 4661

Details of School Creating Journal

School contact

Kellie Smith

Phone number

02 6210 5266

Email address

FiniganSDE@det.nsw.edu.au

General Journal Information

General Ledger Number

(Note: - G/L is the same for both schools)

401670

Tax Code

(P5 or S5 only)

S5

Total Cost

Date

Description: Single Subject Enrolment Fees

Student Name	Subject	Student Name	Subject

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

APPENDIX 1 – SINGLE COURSE FEE FREQUENTLY ASKED QUESTIONS

NSW fully funded public schools

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

All schools will pay a contribution fee for each student accessing distance education that reflects the staffing cost of this provision and course fees.

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

On application for access to a distance education single course, a student's education provider will be responsible for all costs as published by Finigan School of Distance Education.

Finigan School of Distance Education does not determine whether the schools will meet the course costs or pass them on to the parents/carers.

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

For the most part the single course 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 public school 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?

No. Once the single course fee and any additional costs 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.

Other educational provider applicants

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

All schools will pay a contribution fee for each student accessing distance education that reflects the staffing cost of this provision and course fees.

If you attend a NSW fully funded public school the school will incur a reduction in staffing for students undertaking distance education. If you attend an educational institution that is not a NSW fully funded public school, then the single course fee represents a contribution to the staffing reduction incurred by public schools.

I am already paying significant school fees, why must I pay this Single Course 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.

On application for access to a distance education single course, a student's education provider will be responsible for all costs as published by Finigan School of Distance Education.

Why is the Single Course Fee so high compared to a NSW fully funded public school?

The majority of course costs for a NSW fully funded public school are applied for students accessing distance education by a reduction in staffing. All other education providers are charged a fee that represents a contribution to the staffing reduction incurred by these schools.

If I pay the Single Course Fee per year, why am I charged for additional resources?

For the most part the single course 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.