



# ENROLMENT FORM

## SINGLE COURSE DISTANCE EDUCATION

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### HOME SCHOOL CHECKLIST

ITEM	SENT	N/A	OFFICE USE ONLY
Shared on ERN	<input type="checkbox"/>	<input type="checkbox"/> N/A	
Evidence for category	<input type="checkbox"/>	<input type="checkbox"/> N/A	
NDDC Details	<input type="checkbox"/>	<input type="checkbox"/> N/A	
NESA VET evidence	<input type="checkbox"/>	<input type="checkbox"/> N/A	
USI number (VET students)	<input type="checkbox"/>	<input type="checkbox"/> N/A	
Languages Eligibility Determination (Stage 5 + 6 Languages students)	<input type="checkbox"/>	<input type="checkbox"/> N/A	
Current Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/> N/A	
Individual Health Care Plan	<input type="checkbox"/>	<input type="checkbox"/> N/A	
Medical Condition Details	<input type="checkbox"/>	<input type="checkbox"/> N/A	

### CHHS OFFICE USE ONLY

Form Received	DD/MM/YY
Approved	
Date	DD/MM/YY
Application category	
<input type="checkbox"/> Compressed <input type="checkbox"/> Accelerated	
<input type="checkbox"/> In Quota <input type="checkbox"/> Out of quota	

### DIGITAL FORM

This form can be completed digitally or printed. To fill and sign digitally, the form must be opened in Adobe Reader, Acrobat or other desktop PDF viewer. Ensure the form is saved in a folder before filling out. Do not open or fill out this form in a web browser (e.g. Chrome or Edge) because form entries will not save.

# 1 PART ONE: DETAILS

## 1.1 STUDENT DETAILS

FULL NAME	DATE OF BIRTH	GENDER
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
STUDENT MOBILE:	NESA NUMBER	
<input type="text"/>	<input type="text"/>	
STUDENT SCHOOL EMAIL		
<input type="text"/> @education.nsw.gov.au	<input type="text"/> (Non Govt. school)	
IS THE STUDENT OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?		
<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander Origins		
STUDENT WAS BORN IN AUSTRALIA		
<input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;"><i>If no, complete residency status (page 9)</i></span>		

## 1.2 PARENT/CARER DETAILS

TITLE	FULL NAME
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr	<input type="text"/>
RELATIONSHIP TO STUDENT	
<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other:	
ADDRESS	
<input type="text"/>	
SUBURB/TOWN	POSTCODE
<input type="text"/>	<input type="text"/>
PREFERRED PHONE	OTHER PHONE
<input type="text"/>	<input type="text"/>

## 1.3 SUPERVISOR DETAILS

All formal communication will be addressed to the supervisor. See Supervisors Agreement (page 5).

TITLE	FULL NAME	
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr	<input type="text"/>	
POSITION AT SCHOOL	PREFERRED PHONE	OTHER PHONE
<input type="text"/>	<input type="text"/>	<input type="text"/>
EMAIL		
<input type="text"/>		

## 1.4 HOME SCHOOL DETAILS

The “home school” is where the student is currently enrolled. All hard copy work will be posted to the school.

SCHOOL NAME	PHONE
<input type="text"/>	<input type="text"/>
SCHOOL MAILING ADDRESS	
<input type="text"/>	
SUBURB/TOWN	POSTCODE
<input type="text"/>	<input type="text"/>
PUBLIC OR PRIVATE	HOW MANY SECONDARY STUDENTS ARE ENROLLED?
<input type="checkbox"/> Government <input type="checkbox"/> Non-Government	<input type="text"/>

## 1.5 SCHOOL ADMINISTRATION DETAILS

Home school administration to complete. All students must be shared on ERN in the current year if applicable. See page 10 for instructions.

STUDENT ENROLMENT REGISTRATION NUMBER (ERN) IF APPLICABLE	SHARED ON ERN
<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
IS THE STUDENT PART OF THE NATIONAL CONSISTENCY COLLECTION OF DATA FOR STUDENTS WITH A DISABILITY (NCCD)?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, attach details</i>
DISABILITY	
<input type="checkbox"/> Supplementary <input type="checkbox"/> Substantial <input type="checkbox"/> Extensive	<input type="checkbox"/> Physical <input type="checkbox"/> Cognitive <input type="checkbox"/> Social Emotional <input type="checkbox"/> Sensory

## 2 PART TWO: ENROLMENT INFORMATION

### 2.1 COURSE ENROLMENT INFORMATION

SCOLASTIC YEAR ENROLLED IN 2022	
<input type="checkbox"/> Year 7 <input type="checkbox"/> Year 8 <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12	
COURSE REQUESTED FOR 2022	
<input type="text"/>	
STAGE 5	STAGE 6
<b>COURSE HOURS</b>	<b>COURSE YEAR</b>
<input type="checkbox"/> 100 <i>No prior knowledge</i>	<input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12
<input type="checkbox"/> 200 <i>Stage 5 100 hours course completed</i>	<b>LANGUAGES COURSE</b>
<i>Complete Language Background Information if Language course is requested</i>	<input type="checkbox"/> Beginners <input type="checkbox"/> Continuers
	<i>Complete languages eligibility determination (except European Continuers)</i>

## 2.2 REASON FOR ENROLMENT

### 2.2.1 Within Quota

Please read NSW Department of Education Enrolment Procedures before applying for distance education.

- CHECKLIST INDICATES REQUIRED DOCUMENTATION TO BE RETURNED WITH ENROLMENT FORMS. PLEASE TICK BOXES TO INDICATE THAT DOCUMENTATION IS COMPLETED AND INCLUDED.

#### 3.1.1 Elective subjects in Years 9 and 10

- List all electives, including requested course:

1.	
2.	
3.	

#### 3.1.2 NESA minimum requirements for Years 11 and 12

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

- List all courses and units, including requested course (independent of category applied for):

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

#### 3.1.3 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 subject provision with accompanying documentary evidence to substantiate their application.

- Circumstance details

#### 3.1.4 Flexible curriculum to facilitate acceleration

The home school is responsible for completing the NESA form for notification of acceleration for more than 12 months. As single subjects are provided to meet minimum curriculum requirements, students will not be eligible to repeat the course using distance education to improve their result.

- Evidence of a rigorous and school-based management program
- Stage 6 students need to complete All My Own Work (AMOW)
- NESA notification of acceleration for more than 12 months from home school
- Outline how time requirement for course is met

## 2.2.2 Out of Quota

### 3.2.1 Study interrupted by transfer

Students committed to studying 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 subject 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.

- Complete transfer details:

DATE OF TRANSFER DD/MM/YY	PREVIOUS SCHOOL		
ROSA GRADE	YEAR 11 COURSE COMPLETED <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE OF LAST ASSESSMENT DD/MM/YY	MARK OF LAST ASSESSMENT
TOPICS COVERED	YEAR <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		
ANY VET COMPETENCIES COMPLETED? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, attach NESA evidence and USI number</i>			

### 3.2.2 Specific single subject language for small cohorts

Consideration for out-of-quota placements will only be accepted for small numbers of students in a language that is not offered at that year level at the home school.

- Stage 6 Languages students must complete Eligibility Determination for all courses except European Continuers courses

### 3.2.3 Remote schools – Vocational education

- Evidence that school is Aria+ ranked 2.4 or higher

### 3.2.4 Student with confirmed disability

Students unable to undertake a subjects at their home school because their disability restricts their access to specialised teaching areas or facilities can have the Principal make an application on their behalf. It is permitted for a student to access for than one subject out of quota in this category.

- Details of disability
- Individual Learning Plan

### 3.2.5 Overseas full-fee paying student

Schools that have enrolled full fee-paying overseas students can apply to meet the needs of these students.

- Principal statement indicating why school cannot provide for student

### 3.2.6 Unforeseen and unique circumstances

This category is designed to meet circumstances not identified elsewhere in this document and may include more than one subject. Schools should provide their request for consideration to the relevant director listed below.

- Government school: Approval of Director, Educational Leadership
- Non-Government school: Approval of Director, Rural and Pathways

### 3 PART THREE: AGREEMENTS

#### 3.1 CONDITIONS OF ENROLMENT

The supervisor and student must agree to the following conditions of enrolment.

##### 3.1.1 Supervisor Responsibilities

- All formal communication is directed to supervisor
- Supporting the student in their learning for the duration of their enrolment
- Overseeing timetable for engaging in schoolwork and completion of set tasks
- Monitoring student’s participation in live lessons and completion of weekly work
- Assist with locating materials and resources needed for lessons
- Provide a suitable workplace and equipment, including technology
- Responsible for safe practical work
- Strict supervision of examinations and assessment tasks at a time specified by CHHS, to ensure they are the unaided work of the student
- Contactable by phone and email during school hours
- Update the school on any student or supervisor absences or changes
- Apply for Disability Provisions for Year 12 students

##### 3.1.2 Student and Supervisor Guarantees

- All loan materials will be returned when they are no longer needed
- The school will be updated on student circumstances including change of supervisor and any absences
- Inform the school of student illness or absences that affect student learning

##### 3.1.3 Materials Loan

CHHS may lend textbooks, kits, CDs, DVDs, and USBs as required for subjects selected. Students and supervisors must agree to the conditions of materials loan:

- All loans items will be returned in good order within one month of studies being completed or discontinued
- Unreturned items will be paid in full

##### 3.1.4 Award Requirements

All students must meet Department of Education and the NSW Education Standard Authority (NESA) requirements in order to qualify for the award of Record of School Achievement (RoSA) or Higher School Certificate (HSC).

Students who do not complete the course requirements will be sent a NESA warning letter. Failure to redeem these requirements will result in an 'N' determination. If a student receives an 'N' determination in a mandatory curriculum requirement course, they won't be eligible for the RoSA.

Failure to comply with the above enrolment conditions, or an 'N' determination, may lead to termination of the student's enrolment.

I certify that I have read the conditions of enrolment and agree they will be met.

SUPERVISOR SIGNED	DATE
<input type="text"/>	DD/MM/YY
STUDENT SIGNED	DATE
<input type="text"/>	DD/MM/YY

### 3.1.5 Permission to Publish

Students are granted permission to publish by their parent/carer on Department enrolment forms to publish and/or disclose information 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 may include the student's name, age, class and materials such as photographs, sound and visual recordings, student work and expressions of opinion.

The platforms where student information may be published or disclosed include, but are not limited to:

- Public websites of the Department of Education including the school website, Department website and Department intranet (staff only)
- Department of Education and school publications including the school newsletter, annual print magazine, school report, promotional material published in print and electronically
- Official Department and school social media accounts such as YouTube and Facebook
- Local and metropolitan newspapers and other media outlets

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

If you would like to discuss student permission to publish, please contact the school.

I certify that I have read this permission to publish and

I give permission  I do not give permission

To the school/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 otherwise.

PARENT/CARER NAME

PARENT/CARER SIGNED

DATE

DD/MM/YY

### 3.1.6 Opportunities

- Students are given the opportunity to attend excursions or Single Course days. These are a valuable experience and all students are encouraged to attend. Attendance is subject to teacher recommendations and risk assessment
- Parents/carers will need to make suitable travel arrangements. Please note that no supervision will be provided by the school during travel
- Students will be notified when these events are organised

I certify that I have read the above conditions of opportunities provided.

PARENT/CARER SIGNED

DATE

DD/MM/YY

STUDENT SIGNED

DATE

DD/MM/YY

## 3.2 PRINCIPAL'S AGREEMENT

Single course provision will be considered only when Principal certifies that Department of Education common requirements for single subject provision are met:

- The student meets all eligibility conditions of the selected subject
- The student is capable of working independently
- CHHS will be provided with relevant information on current learning adjustments, requirements for learning support provisions, and evidence for the Nationally Consistent Collection of Data (NCCD)
- A teacher at home school will take on supervisor responsibilities as listed in the Supervisor's Agreement
- The student will be allocated prescribed time to study, including daily study periods and times during school hours when Distance Education teachers can contact students
- Procedures will be in place to ensure the student regularly returns work and completes all tasks
- Student has been informed they are required to return work each week or to meet alternative minimum requirements set by Distance Education teacher
- Student will be provided with resources when required, such as printing, textbooks, reference materials, access to a phone, computer with internet, and video or audio conferencing that meet the department's current specifications
- Student has access to and use of supervised specialist rooms as required
- Procedures are in place to obtain parent/carer permission for students to attend Distance Education activities and the home school will carry out risk assessments
- A suitable and safe work placement for any vocational education and training course is possible
- The home school agrees to conduct and supervise trial HSC and mid-course examinations within the distance education school specified schedule to meet secure period requirements
- Access to a suitable venue and supervision for NESA examinations is available

The home school Principal agrees to the additional requirements of the Distance Education school:

- Learning materials returned as required
- Records are submitted to NESA by the home school for Years 10-12, indicating course is studied 'elsewhere'
- Where the student is applying for a Year 12 course, the Year 11 requirements have been met
- Distance Education school will be notified of change of supervisor
- The home school will notify of special needs, circumstances, provisions or learning adjustments for student
- In providing single subject access, the relationship is strictly between the home school and the distance education school. All aspects of the request must be assessed and managed by the home school, not the parent/carer

STUDENT NAME	SUPERVISOR NAME
<input type="text"/>	<input type="text"/>
WILL THE STUDENT POSE A RISK TO THEMSELVES OR OTHERS?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, attach current risk assessment</i>
IS THE STUDENT ANAPHYLACTIC?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, attach Individual Health Care Plan</i>
DOES THE STUDENT HAVE ANY OTHER MEDICAL CONDITION?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, attach details</i>

I certify that I have read the enrolment requirements and agree that the above conditions will be met.

PRINCIPAL SIGNED	DATE
<input type="text"/>	DD/MM/YY



## 4 PART FOUR: FEES

### 4.1 SCHOOL FEES – GOVERNMENT SCHOOLS

Government schools may pay for the below costs or pass them onto student. If the student is paying for single course enrolment, the cost is treated as a Voluntary School Contribution in line with the Department's Policy. There may be additional non-refundable subject fees to cover materials.

New enrolment	Cost (no GST charged)	Note
Year 9	\$220 (2 years)	If course is discontinued before second year: \$110 refunded
Year 10	\$110 (1 year)	
Year 11	\$220 (2 years)	If course is discontinued before second year: \$110 refunded
Year 12	\$110 (1 year)	Cost is the same for all courses (1 or 2 unit)
Cancellation Fee	\$50	Fee charged when enrolment is processed but cancelled before course start date

#### 4.1.1 Compressed Curriculum Refund

To receive a refund for the Year 12 component of a compressed course, the student must have been officially withdrawn by the end of Week 1 in Term 2.

#### 4.1.2 How to Pay

<b>Student</b>	<ul style="list-style-type: none"><li>• Pay to home school</li></ul>
<b>School</b>	<ul style="list-style-type: none"><li>• Supply evidence of student payment with enrolment form</li><li>• Interschool journal request will be emailed to school</li></ul>

## 4.2 SCHOOL FEES – NON-GOVERNMENT SCHOOLS

There may be additional non-refundable subject fees to cover materials.

	Year 9	Year 10	Year 11	Year 12	1 Unit Course
<b>Cost per year</b>	\$340	\$340	\$800	\$800	\$400 per course
<b>Cancellation Fee</b>	\$50	\$50	\$110	\$110	\$50

Fee charged when enrolment is processed but cancelled before course start date

### 4.2.1 Pro-Rata Adjustments – Non-Government Schools

Enrolment period	4 terms	3 terms	2 terms	1 term or less
<b>Years 9 and 10 refund</b>	0	0	\$170	\$225
<b>Year 11 refund</b>	0	0	\$264	\$534
<b>Year 12 refund</b>	0	0	\$400	\$600

### 4.2.2 Compressed Curriculum Refund

To receive a refund for the Year 12 component of a compressed course, the student must have been officially withdrawn by the end of Week 1 in Term 2.

### 4.2.3 How to Pay

<b>Student</b>	<ul style="list-style-type: none"> <li>Pay to home school</li> </ul>
<b>School</b>	<ul style="list-style-type: none"> <li>Schools will be invoiced with payment details or,</li> <li>Cheque payable to DET (as per Invoice)</li> </ul>

Enrolment will be deactivated if payment is not received within 4 weeks of course commencement.

## 5 PART FIVE: STUDENTS BORN OVERSEAS


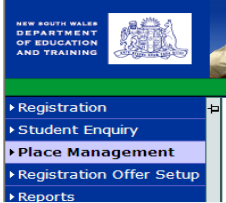

### 5.1 RESIDENCY STATUS – NON-GOVERNMENT SCHOOLS

STUDENT NAME		SCHOOL NAME	
<input type="text"/>		<input type="text"/>	
COUNTRY OF BIRTH		COUNTRY OF CITIZENSHIP	
<input type="text"/>		<input type="text"/>	
RESIDENCY STATUS			
<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Temporary Visa			
DATE ARRIVED IN AUSTRALIA	PASSPORT OR TRAVEL DOCUMENT NUMBER	COUNTRY OF ISSUE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
VISA CLASS	EXPIRY	INTERNATIONAL FULL-FEE PAYING STUDENT	
<input type="checkbox"/> Principal visa holder <input type="checkbox"/> Subordinate visa holder	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
VISA SUBCLASS			
<input type="text"/>			


## 6 PART SIX: SCHOOL ADMINISTRATION

The Home School administration will need to share the enrolment via ERN. Before an application can be processed the follow procedure needs to be completed.

### 6.1 SHARING ON ERN - GOVERNMENT SCHOOLS







- Open ERN
 
- Select **Place Management**

- Click the icon  of the corresponding scholastic year to find the student to be shared.
 

Scholastic year	Offering name	Typical annual intake	Registered	Enrolled	Leaving
7	Year 7 2008 (Distance Education Centre (DEC))	26	0	30	0
8	Year 8 2008 (Distance Education Centre (DEC))	48	0	36	0
9	Year 9 2008 (Distance Education Centre (DEC))	77	0	69	0
10	Year 10 2008 (Distance Education Centre (DEC))	131	0	78	0
11	Year 11 2008 (Distance Education Centre (DEC))	366	0	120	0
12	Year 12 2008 (Distance Education Centre (DEC))	366	0	74	0
Total		1014	0	407	0
- Tick the box  to the right of the students name
 

429486033	Wills, David	M	15-Nov-1993	Enrolled (In Attendance)	<input type="checkbox"/>
429486289	Wills, Crystal	F	09-Feb-1994	Enrolled (In Attendance)	<input checked="" type="checkbox"/>
432334678	Wilder, Timothy	M	05-Feb-1994	Enrolled (In Attendance)	<input type="checkbox"/>
429484031	Young, Amelia	F	14-Jul-1993	Enrolled (In Attendance)	<input type="checkbox"/>
- Click the **Share** button
 
- Search for target school:  
**8280 Camden Haven High School**

Location No	Location Name
8280	Camden Haven High School
- Indicate that the enrolment type to be shared is:  
**DEC – Distance Education Centre**

Calendar Year	Enrolment Type
2008	DEC - Distance Education Centre
	MAIN - Mainstream Enrolment
	FDIS - Mainstream (Distance Education)
	INT - Mainstream (International Students)
	OPC - Opportunity Class
	SELH - Selective High School
	DEC - Distance Education Centre
	IEC - Intensive English Centre
	SAT - Saturday Class
	SCASP - Support Class
	EVE - Evening Classes / Adult Classes
- Select the year into which your student will be enrolled at CHHS DEC
 

Scholastic year	Offering name	ai
7	Year 7 2008 (Distance Education Centre (DEC))	
8	Year 8 2008 (Distance Education Centre (DEC))	
9	Year 9 2008 (Distance Education Centre (DEC))	
10	Year 10 2008 (Distance Education Centre (DEC))	
11	Year 11 2008 (Distance Education Centre (DEC))	
12	Year 12 2008 (Distance Education Centre (DEC))	
- Students who are shared will be displayed with a blue flag
 