



## Change of School Application

**This application is for students that are currently enrolled with NSL and are changing their home school, yet wish to continue studying a language with us.**

Further information

Phone: (02) 9381 4800 / 4807 / 4808

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

Website: [www.nswschoollang.schools.nsw.edu.au](http://www.nswschoollang.schools.nsw.edu.au)



Education



## Change of School Application

[enrolments.nswsol@det.nsw.edu.au](mailto:enrolments.nswsol@det.nsw.edu.au)

*Office use only*

|                 |                          |                   |
|-----------------|--------------------------|-------------------|
| <i>Category</i> | <i>Enrolled by .....</i> | <i>ERN</i>        |
|                 | <i>Date .....</i>        | <i>Millennium</i> |

### School Information (Please print clearly)

School .....

School street address .....

..... Postcode .....

**DoE: All students must be shared on ERN before application can be accepted.**

ERN/Enrolment Registration Number: ..... (Gov. schools only) Shared: ☐

Home school enters students for the Year 10, Preliminary and HSC courses with  
the NSW Education Standards Authority (NESA). NSL Code 5000

### Student Information (Please print clearly)

Surname .....  
please print

Given Names ..... Preferred Name .....  
as per birth certificate/passport

Date of birth ..... / ..... / ..... Female ☐ Male ☐ Other ☐

Student's mobile .....

#### Tick box if applicable

Aboriginal or Torres Strait Islander ☐

What language/s other than English does the student speak at home? .....

**Student Email Information** (Please print clearly)

An email address is **mandatory** as all courses are delivered online. **The enrolment cannot be finalised until the student has responded to the email we send after enrolment is approved.**

**Student's school email address:**

[illegible]**Residency Status** (Essential for enrolment in NSW School of Languages, a NSW government school.)

Australian citizen      Yes ☐ No ☐      If NO, all fields must be completed:

Passport Number ..... Country of Issue .....

Student's Residency Status      Permanent ☐      Temporary ☐

Visa class ..... Sub Class ..... Visa Expiry Date .....

Country of birth ..... If born overseas, date of arrival in Australia .....

### Parent/Carer Details (Mandatory for all students, to be completed by parent/carers)

**Parent/Carer in Australia - Current email address must be provided for main parent/carer.**

|   |             |                          |
|---|-------------|--------------------------|
| Parent/Carer - 1<br>(where student resides) | Surname:    | Relationship to Student: |
| Title: Mr/Mrs/Ms/Miss/Dr                    | First Name: |                          |

Street Address .....

Suburb ..... Postcode .....

Home Phone ..... Mobile Phone .....

Email Address: (Mandatory)

[illegible]

|                          |             |                          |
|--------------------------|-------------|--------------------------|
| <b>Parent/Carer - 2</b>  | Surname:    | Relationship to Student: |
| Title: Mr/Mrs/Ms/Miss/Dr | First Name: |                          |

Street Address .....

Suburb ..... Postcode .....

Home Phone ..... Mobile Phone .....

Email Address:

Two rows of empty boxes for writing answers. Each row contains 20 boxes, each 20 units wide and 20 units high.

## Emergency Contact Details

Student's name .....

Emergency contact person: Name ..... Phone .....

Relationship to student ..... Mobile .....

## Reason for Application

### Study interrupted by transfer

Name of previous school .....

Date of transfer ..... / ..... / .....

Continuing language with NSL..... School Year.....

If the student is transferring between Government and Non-Government Schools, there may be a fee adjustment. Please contact NSW School of Languages for further details.

Phone: (02) 9381 4800 / 4807 / 4808

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

## Supervision (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 supported while learning through distance education.

The supervisor must arrange for supervision of the student's tests and examinations. All formal communication will be addressed to the supervisor.

The supervisor guarantees the following:

- the student will be supervised during schoolwork activities
- work will be completed in all courses on a weekly basis, or as advised by NSL
- the supervisor will be contactable by phone, email or voicemail
- tests, examinations, assessment tasks and assignments will be conducted under strict supervision, ensuring that they are the unaided work of the student
- tests, examinations and assessment tasks will be worked on the date(s) and at the time(s) specified, in a quiet room, and will be submitted by the due date
- textbooks and teaching materials that have been issued by NSL will be returned, if requested, when the student completes the course or leaves the school.

The supervisor agrees to:

- monitor the completion of set tasks and interact with the student as required in learning activities
- provide their signature on all work submitted to NSL. Note: Any completed examination paper/assessment task received without the supervisor's signature will be regarded as invalid
- interpret and explain instructions or comments in lesson materials
- provide assistance with locating necessary materials and resources
- develop a timetable that provides for the required number of hours of study each week
- provide suitable work/study area for student, with telephone in a quiet place and internet access
- ensure that the student satisfactorily participates in oral and practical work as prescribed by the course
- provide the student with computer access
- provide advice about illness or absences which have affected the student's ability to complete set activities.
- forward **Warning Letters** issued by NSL to the student's parent/carer.

**IMPORTANT:** Not complying with the above conditions may lead to the student not meeting course requirements or a review of the single course provision.

## School Supervisor's Acknowledgement

- I have read the information for supervisors and I understand the conditions for single course provision ☐ Yes
- I have discussed the distance education requirements with the student ☐ Yes

**(Please print clearly)**

Supervisor's name (Mr/Mrs/Ms/Miss/Dr) .....  
Given Name Family Name

Faculty ..... Mobile .....

Supervisor's school email .....

Supervisor's signature ..... Date .....

**Please advise NSL in writing of any change of supervisor.**

## Principal's Agreement (Conditions for single course provision)

For an enrolment to be accepted, the Principal guarantees:

- the student is capable of working independently, but under the supervision of a nominated member of the teaching staff who supervises the study arrangements of the student including assignments, formal examinations and assessment tasks.
- time is allocated to the student within the school timetable to study the distance education course
- the student will be provided with the required support resources, e.g. a quiet work room, computer and internet access during school hours.
- the home school agrees to purchase any textbooks required, and to print course materials as necessary.
- the student has access to a school telephone in a quiet place during school hours as it is acknowledged the telephone is an essential tool for language learning by distance education.
- all resources such as DVDs and other stimulus material lent to the student will be returned when requested or when the student finishes the course
- **examinations and assessment tasks will be supervised at school by a teacher in a quiet room, and will be held on the dates and at the times specified by NSL; or when requested, students in the metropolitan area will attend NSL for examinations and assessment tasks.**
- procedures will be in place to ensure that parental/carer's permission is obtained for students to attend activities arranged by NSL and that the home school will carry out risk assessments related to these activities.
- 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.
- the student meets the NESA eligibility criteria, where applicable, for the course.
- the student is entered by the home school for the Preliminary Course or the Higher School Certificate, indicating that the course is studied "elsewhere" at NSL (NESA school code 5000).
- written notification will be made to NSL in the event of a change of Supervisor.
- to notify NSL of any special needs, special circumstances, special provisions or learning adjustments made for this student.

**Please complete the following:**

- (a) The student has a **history of violence** Yes ☐ No ☐
- (b) I have ensured the completion of the Statement re student's medical condition form and have advised NSL of any student with any **anaphylactic condition** Yes ☐ No ☐
- (c) I have provided a **Learning Support Program** or **Health Management Plan** for this student if appropriate Yes ☐ No ☐ N/A ☐

**I am aware that this application will not proceed until:**

- All pages/check boxes are completed
- Supervisor and Principal have signed
- Student has been "shared" on ERN (NSW DoE Schools only)

*The student's continued provision is dependent on the above conditions for the duration of the course.*

**I agree to the conditions of single-course provision for distance education as listed above.**

**I have nominated a teacher as the school supervisor for this student:**

(Mr/Mrs/Ms/Miss/Dr) .....

Principal's name .....

Principal's signature ..... Date ..... / ..... / .....

Principal's email .....