

Application form 2024

Applications open 20 July 2023.

Applications to start day one of the 2024 school year, close 8 November 2023.

It is advisable for applications to be submitted early by the home school to secure a position.

All negotiations are strictly between the home school and NSW School of Languages.

Phone: (02) 9381 4800

Email: enrolments.nswsol@det.nsw.edu.au

Website: www.nswschoolang.schools.nsw.edu.au

1. You do not need to print this form.
2. Download this document and save it to your computer. Do not fill using the browser or on a mobile device as the information may be lost.
3. Open the form using Adobe Reader.
If not already installed on your computer, the free download is available here:
<https://get.adobe.com/reader/>
4. The student should complete Section 1 and digitally sign. Refer to [digital signature help](#) for instructions on how to set up digital signatures.
5. The student's parent/carer should complete Section 2 and digitally sign.
6. The student's parent/carer emails the form to the home school email address.
7. The home school ensures the information is complete, saves a copy for their records and emails the completed document to enrolments.nswsol@det.nsw.edu.au

Please note: changes to the eligibility section are not permitted once the application is received.

Part 1: Student section

1.1 Student information

1. Family name

2. Given names

as per birth certificate

3. Preferred name (optional)

4. Gender

M/F/Other

5. Date of birth

DD/MM/YYYY

6. Student mobile phone number

7. Name of school attending in 2024

If attending a different school, you must seek approval from your new school.

8. Student email address

The email address issued by the home school must be supplied as all courses are delivered online.

E.g. First.Last@education.nsw.gov.au or First.Last@syd.catholic.edu.au etc.

9. Enrolment Registration Number (ERN)

NSW public school students only

– check with your school's office staff if you are unsure.

10. Are you of Aboriginal or Torres Strait Islander background?

☐ No

☐ Aboriginal

☐ Torres Strait Islander

☐ Both Aboriginal and
Torres Strait Islander

11. Country of birth

12. Residency status

☐ Australian citizen

☐ Permanent resident

☐ Temporary visa

☐ Exchange student

13. Passport number

14. Country of issue

15. Visa sub-class

16. Visa expiry date

DD/MM/YYYY

17. Arrival in Australia

DD/MM/YYYY

18. Date of return

DD/MM/YYYY

19. International full-fee paying student?

☐ Yes

☐ No

20. Which language did you first learn to speak?

21. List all language/s spoken at home (other than English).

22. With whom do you speak the other language/s?

23. How often do you speak the the other languages?

Select from the dropdown. E.g. every day, sometimes, rarely.

1.2 Course selection

All courses require a minimum of five students to run. To see all our courses visit our [courses page](#).

1. Enrolment commencing

☐ Year 9 ☐ Year 10 ☐ Year 11 ☐ Year 12

2. Language requested

Select from the dropdown.
E.g. Chinese, French, Italian etc.

3. Course requested

Select from the dropdown.
E.g. Beginners, Continuers etc.

1.3 Number of units of study

NSW School of Languages students must abide by the distance education units policy.

Year 9 and 10 students

Year 9 and 10 students **must not** have more electives than their school can schedule into their timetable.

1. How many electives are you studying in 2024 including the NSL subject(s)?

Year 11 and 12 students

A **maximum number of 13 units** is permitted for Year 11 students, and a **maximum of 11 units for Year 12 students**. If your program of study exceeds this amount, you must discontinue subjects **before** you commence study with NSL.

1. How many units are you completing in 2024 including the NSL subject(s)?

2. If above 13 units in Year 11, or 11 units in Year 12, specify subject(s) to be discontinued once approved.

1.4 Eligibility

This information is used by NSL to determine eligibility for the course(s) requested.

Under direction from NESA, applications for all Stage 6 Beginners courses will require an accompanying statutory declaration. This also applies to Chinese, Japanese and Korean Continuers courses and Chinese and Korean in Context courses.

Any language courses which are the highest proficiency level available, do not require a statutory declaration. For example, Continuers - Latin and European languages.

1.4.1 Year 11 and 12 eligibility criteria

To be deemed eligible, students must meet **all** of the [NESA criteria](#). The NSW School of Languages principal determines eligibility. If the student believes incorrect eligibility has been deemed, they must submit an appeal within **one** week of notification. A subsequent appeal can be made to NESA. Visit the [NESA Website](#) for more information on the appeal process.

Select to view the NESA eligibility criteria for each course category.

☐ Beginners: all languages ☐ Continuers: Latin, European ☐ Continuers: Asian languages ☐ Languages in Context ☐ Literature

1.4.2 Formal education and knowledge of the language from other sources

1. Rank your current ability to read the language requested.

Select from the dropdown.

E.g. Not at all, with difficulty, reasonably, easily.

2. Rank your current ability to write in the language requested.

Select from the dropdown.

E.g. Not at all, with difficulty, reasonably, easily.

3. In Years 7-10 you would have studied at least 100 hours of a language as a mandatory part of the NSW curriculum. State the school year and language below.

a. Year (e.g. 7)

b. Language

4. Fill in the table below. Each year should have at least one school attended. Fill in ALL boxes, even if you have not studied a language before.

School year	Calendar year	Name of schools attended (including community language schools)	Country in which you attended school	Language of instruction	Languages learned (other than English)
Write "none" if you are yet to complete that school year.		Include your primary and high school and any years of home schooling.	Include Australia, or any other country where you attended school.	Include all languages used by your teachers during class.	Detail languages learned. Write "none" if not applicable.
Example 8	Example 2018	Example Happy High School & Community languages school, Faketown	Example Australia	Example English	Example Italian
12					
11					
10					
9					
8					
7					
6					
5					
4					
3					
2					
1					

5. If you have previously studied the language requested, provide the textbooks used, topics covered and marks from your last assessment, if known.

6. Have you attended classes in the language requested at a community language school or with a private tutor?

☐ Yes

☐ No

a. If yes, provide details of the name of the school or private tutor, the school years you attended (e.g. Years 1-6) and the total number of hours (e.g. 1 hour per week for 6 years = 240 hours).

7. Have you had an in-country experience with the language requested?

☐ Yes

☐ No

a. If yes, provide details of:

- time spent in that country (dates and duration of exchange/travel).
- time spent living with another family in that country.
- time spent attending a school in that country.

8. List any additional documentation attached to this application. This may include school reports from other schools, passports or evidence of residency in Australia and/or overseas.

1.5 Student declaration

- I declare that all information I have given in this application form is correct and complete. I understand that inaccurate or incomplete information could place the award of my Higher School Certificate at risk.
- I acknowledge the language course in which I have enrolled, comprises of listening, speaking, reading and writing components for online course work and assessments, which I will be required to engage in and complete.
- I commit to engaging with the online course work and speaking lessons, once a week, in accordance with the course schedule. When this cannot be achieved, I commit to contacting my assigned teacher to request alternative arrangements.
- I agree to returning all resources lent to me.
- I acknowledge it is my responsibility to work at a faster pace, as advised by my NSL teacher, if I enrolled after the beginning of the school year, or am not adhering to the course schedule.

Student signature

You have reached the end of the student section.

1. Check that all information has been entered correctly.
2. Save a signed copy of your application.

Part 2: Parent/carers section

The relationship is strictly between the home school and NSL. Any Parent/Carer concerns should be raised at the student's home school. It is the home school's responsibility to communicate with NSL.

Parents and carers will receive schools reports, invitations to Parent/Carer/Teacher interviews, notifications of student non-engagement and school newsletters.

2.1 Course access fees

All schools will pay a course access fee for each student accessing distance education. It is the home school's responsibility to transfer this to NSL. The NSW Department of Education **does not** determine whether schools will meet the costs or pass them on to the parents/carers.

NSW public schools			Other educational providers		
Year	Course duration	Course access fee	Year	Course duration	Course access fee
9	2 years	\$230 single payment	9	2 years	\$340 per year
10	1 year	\$115 single payment	10	1 year	\$340 per year
11	2 years	\$230 single payment	11	2 years	\$800 per year
12	1 year	\$115 single payment	12	1 year	\$800 per year

For more information, please review our [Parent/Carer Handbook](#).

2.2 Contact details of parent/carer 1 with whom the student normally lives

At least one parent/carer who is currently in Australia must provide an email address, phone number and mailing address. This individual will be the point of contact for NSL.

Title		Emergency contact			
Mr <input type="radio"/>	Mrs <input type="radio"/>	Ms <input type="radio"/>	Miss <input type="radio"/>	Dr <input type="radio"/>	<input type="checkbox"/> This is an emergency contact Optional, another contact can be supplied. See medical form pg 8.
Family name		Given name			
<input type="text"/>		<input type="text"/>			
Gender	Relationship to student	Carer mobile number	Home phone number		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
M/F/Other	e.g. Mother/father/guardian etc.				
Email address					
<input type="text"/>					
Mailing address					
<input type="text"/>					
E.g: U6/25 Happy St.					
Suburb	State	Postcode			
<input type="text"/>	<input type="text"/>	<input type="text"/>			

2.2.1 Parent/carer 2

Title		Emergency contact			
Mr <input type="radio"/>	Mrs <input type="radio"/>	Ms <input type="radio"/>	Miss <input type="radio"/>	Dr <input type="radio"/>	<input type="checkbox"/> This is an emergency contact Optional, another contact can be supplied. See medical form pg 8.
Family name		Given name			
<input type="text"/>		<input type="text"/>			
Gender	Relationship to student	Carer mobile number	Home phone number		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Email address					
<input type="text"/>					
Mailing address <input type="checkbox"/> as above					
<input type="text"/>					
Suburb	State	Postcode	Country		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

2.3 Student medical details and health conditions

It is essential you inform NSL if the student has any medical conditions before they are enrolled. This must include any known allergies. Contact NSL as soon as you are aware of any newly diagnosed conditions or updates. This will assist NSL to support the safety and wellbeing of the student and allow planning to occur to determine the best way to meet the individual health needs of the student.

A colour copy of current health plans must be supplied with the application. Students with anaphylaxis, asthma, diabetes or other serious medical conditions must bring their medication, Epipens and/or health management plans to lesson days and excursions.

1. a. Does the student have any allergies?

☐ Yes

☐ No

b. List the triggering allergens

2. a. Is the student at risk of anaphylaxis?

☐ Yes

☐ No

b. Has the student been prescribed an Epipen?

☐ Yes

☐ No

3. Does the student receive support for anxiety or depression?

☐ Yes

☐ No

4. Does the student have asthma?

☐ Yes

☐ No

5. Does the student receive additional learning support at the home school?

☐ Yes

☐ No

6. Has the student been diagnosed with Autism Spectrum Disorder?

☐ Yes

☐ No

7. Does the student have a disability?

☐ Yes

☐ No

8. Does the student have any other medical condition?

☐ Yes

☐ No

9. If yes to any of the above, provide details about the student's medical conditions and/or learning support needs and **provide all relevant health care plans with the application.**

2.3.1 Emergency contact

1. Name of emergency contact

2. Relationship to student

3. Emergency mobile number

4. Other emergency phone number

2.4 Authority to publish, photograph, film and record audio

NSW School of Languages would like to publish information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service. This 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 of Education website and Department of Education 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 of Education and school social media accounts on networks such as the school's YouTube, Facebook, Twitter and Instagram pages.
- 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.

I certify that I have read this permission to publish and

☐

I give my 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 permission remains effective until I advise otherwise.

☐

I give my permission

☐

I do not give permission

for my child to participate in videoed assessment activities and lessons. These sessions may be recorded and will only be shared with their teachers and with class members who were unable to attend the lesson.

2.5 Parent/Carer declaration

By signing the below,

1. I affirm that the information on this application form is complete and correct.
2. I understand that my child's medical information may be discussed by the Principal of NSL with other members of the school staff as is necessary, to enable staff to care for my child.
3. I acknowledge that the [course access fee](#) issued to the home school may be passed to me for payment.

Parent/Carer's name

Parent/Carer's signature

[Digital signature help](#)

Please save the signed copy of this document and send to the student's school. The school's NSL Supervisor will review the form and submit to NSL on behalf of the student.

NSL OFFICE USE ONLY

Notes

Student details

Given		Last			
Preferred		ERN			
Mobile		Home ph.			
Email		Gender		Date of Birth	
Year		School			
Subject					

ERN

Born in		Res. status		Arrived	
Passport		Visa sub.		Exp.	

Carer 1

Title		First		Last		
Gender		Rel.		Emer. cont.		
Mailing St.						
Suburb		State		Postcode		
Mobile		Home ph.				
Email						

Carer 2

Title		First		Last		
Gender		Rel.		Emer. cont.		
Mailing St.				Suburb		
Country		State		Postcode		
Mobile		Home ph.				
Email						

Other carer/emergency contact

Name		Rel.			
Mobile		Other ph			

Medical – review medical page if blank

Medical cond.		Details			
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Enrolment

Publish		Rec.		ATSI		Language	
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