

35 West Street Petersham NSW 2049  
Phone: 02 9381 4800 Email: [enrolments.nswsol@det.nsw.edu.au](mailto:enrolments.nswsol@det.nsw.edu.au)

### Late or Unforeseen and Unique Circumstances Application by Other Educational Providers

For late or unforeseen and unique circumstances applications, Principals of other educational providers (i.e. not NSW public schools) must **initially request endorsement from the Director responsible for distance education**. Please refer to current Distance Education Enrolment Procedures for more information.

The Principal must provide the following:

- a substantial reason explaining why the application is late (note: change of mind is not an acceptable reason) or
- a substantial explanation of the unforeseen and unique circumstances which have impacted on the student's capacity to follow their proposed courses at the home school (e.g. an emerging health issue, a school's quota is depleted and a language is essential to the student's pattern of study).

School ..... School contact person .....

Phone ..... Email .....

Student's name ..... Year .....

Course .....

### Procedure for Late or Unforeseen and Unique Circumstances Applications

Please forward **this form and a detailed statement of 1-2 paragraphs** (see above) outlining the reasons for access to distance education to the Coordinator, Rural and Distance Education who will provide advice to the Director ([rde@det.nsw.edu.au](mailto:rde@det.nsw.edu.au)).

Consideration by the Director will include:

- all local options to provide curriculum for the student have been exhausted.
- distance education is essential and required as part of a documented learning plan.
- curriculum access through distance education is the most appropriate option.

**If the Director endorses the enrolment**, please email the application to NSW School of Languages ([enrolments.nswsol@det.nsw.edu.au](mailto:enrolments.nswsol@det.nsw.edu.au)).

#### Rural and Distance Education

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

Learning and Teaching Directorate

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