Process for Home-Based School Students enrolling in Distance Education

Prospective student/parent

For each student, submit an Application for Student Enrolment form to School of Distance Education (SDE) and, where relevant, an Application for an Exemption/Fee Waiver/ Payment Plan for with supporting documentation.

Receive decision from SDE Principal on Application for Exemption or Fee Waiver.

If required, negotiate and sign a documented payment plan with the principal.

Pay the fee owing for distance education, calculated by the SDE in line with the Education (General Provisions) Regulation 2017.

Ensure the student has:

- a suitable learning environment
- access to the necessary course materials and appropriate technology
- active on-site support (including monitoring the regular return of work).

- Maintain close contact with teachers.
- Ensure regular attendance at scheduled lessons.
- Pay ongoing costs for technology required to access classes (unless eligible for a subsidy).

Where student ceases enrolment, complete the Application for Refund of Part of Distance Education Fee prior to the end of Semester 1 of the school year, stating the reasons for the application and the date enrolment ceased.

Receive principal's refund decision.

If principal's decision is to not grant refund, you may make an application for reconsideration of decision.

Principal

Provide the school's enrolment form and Application for Exemption/Waiver/Payment Plan for each student.

Decide application for fee exemption and notify applicant of decision/reasons, retaining associated documentation.

Negotiate, document and sign payment plans with applicant if requested.

Decide applications for fee waiver, ensuring natural justice by providing applicant with opportunity to submit further information prior to final decision refusing application.

Negotiate with applicant to ensure full level of service (including scheduled teaching lessons) is utilised.

If fees remain outstanding, refer to Debt management procedure.

Where reasonable attempts to acquire payment are unsuccessful, issue a Show Cause – Intention to Cancel Enrolment Letter.

Cancel student's enrolment where payable fee has not been paid and no reasonable explanation has been provided by the person liable to pay it.

Commence provision of services to students who have paid the fee/initial instalment.

Consider applications for refund and notify applicants, if preliminary view is not to refund part of the fee, providing an opportunity for further information to be given before making final decision.

Provide reimbursement where partial refund is granted.

Where an application for refund is declined, advise applicant they may apply to the Director-General's delegate within 14 days for reconsideration of the decision.

Regional Director (RD)

Where the RD has been notified that SDE has ceased service provision (student withdrawn or enrolment cancelled), follow appropriate processes for enforcing parental obligation in accordance with Managing student absences and enforcing enrolment and attendance at state schools procedure.

Regional Director (RD) or Assistant Director-General, State Schools (ADG SS)

Upon application by person liable to pay fee, instigate a review of the refund decision.

If a non-IPS SDE, then RD makes decision.

If an IPS SDE, then ADG SS makes decision.

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at http://ppr.det.qld.gov.au to ensure you have the most current version of this document.