

**Enrolment Form – Education Queensland International Students – 2024**

Please ensure all sections of the form are fully completed to avoid enrolment delays. Forms with information missing will be returned to the base school for completion. For the purposes of this enrolment, Cairns SDE is the 'host' school and the 'base' school is the school that is applying to enrol a student at Cairns SDE.

Student Information					
Surname			Given name/s		
Date of birth		Gender		Year level at base school	
EQ International Student ID #				EQ Id#	
LUI Student #			Is the student enrolling after Day 20 ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Student's EQ email address				<i>This is a mandatory field. Enrolment will not proceed until this information is provided for all state school students.</i>	
Is this student enrolled at the base school as a 'Study Abroad' student?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Was this student studying the requested subject in their home country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Note: 'Study Abroad' students will only be enrolled in a subject they need to study, i.e. continuing study in a subject they studied in their home country and the base school does not offer that subject. EQI Distance Education - Subclass 500 (schools) Visa Procedure</i>					
Does the student require any supports to assist with his/her study? e.g. adjustments arising from medical / mental health / Language Literacy and Numeracy (LLN) etc.				Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes', please provide brief details:					

Base School Details					
School name				School number	
Postal address				Postcode	
Phone		Fax		School email address	

Requested Distance Education Subject			
<i>An EQI student may only study two subjects by distance education at a time. The requested subjects cannot be additional to the number generally studied at the base school. In selecting a subject, you confirm the student possesses the stipulated prerequisite to study these subjects as specified in the course outline. For subject prerequisites, please refer to the Course Outlines available on the Cairns SDE website.</i>			
Subject 1			Year Level
Subject 2			Year Level
Has the nominated subject/s (above) been previously studied?			Yes <input type="checkbox"/> No <input type="checkbox"/>
The following details are mandatory. Please complete and tick the following:			

Year level studied	Year of study	Result and/or percentage of course completed	Report Card attached
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Evidence of student's immigration status (to be completed for students who are NOT Australian citizens)*			
Permanent resident <input type="checkbox"/>	Student visa holder <input type="checkbox"/>	Date of Arrival:	Complete passport and visa details section below
Temporary visa <input type="checkbox"/> (Complete passport and visa details section below)			
Other? Please specify		Temporary visa holders must obtain an approval to enrol in a state school from EQI	
Passport and visa details (to be completed for a student who is NOT an Australian citizen) NOTE: A permanent resident will have a passport with a permanent residency visa inside worded 'Holder(s) permitted to remain in Australia Indefinitely'. For students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.			
Passport number		Passport expiry date	
Visa number		Visa expiry date (if applicable)	
Visa sub class			

Reason for requested enrolment – mandatory (Please tick as appropriate)		
<i>Please ensure that the year level of subjects applied for is appropriate to the student's proficiency level</i>		
<input type="checkbox"/>	Subject/s NOT OFFERED by base school	
<input type="checkbox"/>	Dual cohort status (Year 11 and 12 only) – subject/s offered by base school but student unable to access due to timetable clash or other special circumstances.	
<input type="checkbox"/>	3 Year Senior (Year 11 and 12 only <i>Include copy of Variable Progression Rate (VPR)</i>)	Year of exit

Supervisor (Teacher/Exam Supervisor/Study coach/school contact)			
<i>Please note: This person will be the nominated Exam Supervisor and the contact point for the Cairns SDE subject teacher</i>			
Title			
Surname		Given name	
Position		Email	
Phone		Fax	

EQI Distance Education fee

[EQI Distance Education - Subclass 500 \(schools\) Visa Procedure](#)

Base schools will be required to reimburse Cairns School of Distance Education (CSDE) on a cost recovery basis where CSDE has accepted the EQI student to study via distance education after day 20. The cost is set at \$250 per subject per term. This cost includes all subject curriculum resources.

Privacy Statement

The Department of Education is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (EGPA 2006), and in particular for:

- i. assessing whether your application for enrolment should be approved
- ii. meeting reporting obligations required by law or under Commonwealth – State funding arrangements
- iii. administering and planning for providing appropriate education, training and support services to students
- iv. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- v. communicating with students and parents

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DETE will disclose personal information from this form to the Queensland Studies Authority when opening student accounts, in compliance with Part 2A of the Education (Queensland Studies Authority) Act 2002 (Qld). Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the Social Security (Administration) Act 1999 (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, sex and Indigenous status, is supplied to the Commonwealth Department of Education, Employment and Workplace Relations in compliance with Commonwealth – State funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school in the first instance.

Tick or complete the following:

☐ Foreign Language - All students new to Cairns SDE language studies are required to submit a diagnostic task, demonstrating the ability to communicate in and understand the language by using a variety of vocabulary, tenses and grammar patterns.

☐ Year 12 Chinese Extension: Prerequisite includes completion of Year 11 Chinese and enrolment in Year 12 Chinese for 2023.

- What result did the student receive for Year 11 Chinese?

- Is the student enrolled in Year 12 Chinese in 2023?

☐

Yes

☐

No

Base School Principal's Declaration

- I certify that our school has assessed the EQI student's educational interests in accordance with the [EQI Distance Education - Subclass 500 \(schools\) Visa Procedure](#).
- I certify that the details in this Application for enrolment are correct and reflect details in our school records.
- We, as the base school agree to liaise and co-operate fully with Cairns School of Distance Education staff in all matters relating to the EQI student's study and progress in the subject.
- We, as the base school will maintain regular contact with the EQI student.
- We, as the base school will ensure the EQI student's progress in the subject is monitored in accordance with the Course Progress Policy and [Course progress - Subclass 500 \(schools\) Visa Procedure](#).
- We, as the base school will provide access to sufficient and suitable qualified school staff to facilitate students to study through distance education.
- Loss of learning materials or materials returned in an unacceptable state will incur a replacement cost. The base school agrees to accept full responsibility for the payment of any replacement costs.
- I will approve the EQI Distance Education Fee invoice and request our school Business Manager organise payment.

All EQI school based students will have access to:

- computer access at school (PC or Mac)
- internet access at school
- individual student headset with microphone for VOIP
- access to a telephone

Principal name			
Principal signature		Date	

Address and forward to:

Attention: Enrolments
Cairns School of Distance Education
PO Box 7092
Cairns QLD 4870
Fax: (07) 4080 9100
Email: schoolbasedenrolments@cairnssde.eq.edu.au

*please ensure all required signatures are provided

Have you enclosed?

- Bell Times
- Most recent school report
- School timetable - 2024

Cairns SDE office use only

Date received		Roll class			
Year level		Subject class		DP	
Level of service		Mailroom/teacher advised		EO	
FTE		Invoice date			
Contact teacher					