



Enrolment Form – 2026 - School Based - Education Queensland International Students – Secondary State School

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.

Base School Details			
School name			School Number
School postal address			Postcode
Phone		School email address	

Student Information			
Surname		Given name(s)	
Date of birth		Gender	☐ Male ☐ Female
Year level at base school		Student's EQ email address	
EQ Identity Number			
Is the student enrolling after day 20?			☐ Yes ☐ No
Is the student enrolled at the base school as a Study Abroad Student?			☐ Yes ☐ No
Was this student studying the requested subject in their home country?			☐ Yes ☐ No
<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 or numeracy etc.			☐ Yes ☐ No
If yes, please provide brief details:			

Requested Distance Education Subject			
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 CSDE website. Please note that for Year 12 Chinese Extension the prerequisite includes completion of Year 11 Chinese and enrolment in Year 12 Chinese in the current year.			
Subject		Unit Number(s)	
Subject		Unit Number(s)	

Reason for requested enrolment – mandatory (Please tick as appropriate)	
☐ Subject NOT OFFERED by base school	
☐ Timetable Clash - subject offered by base school but student unable to access due to timetable clash or other special circumstances.	

Cairns SDE office use only

Date received		Roll class		EO	
Year level		Subject class		DP	
FTE		Subject teacher advised		EO	
		Invoice date		EO	



Current or Previous subjects studied

The following details are mandatory. If left incomplete enrolment may be delayed.

If subject requested is a language & report card is not available, a language diagnostic test must be completed and provided with the enrolment form.

Subject	Year level studied	Year of study	Result
☐ Previous semester's Report Card attached ☐ Language Diagnostic Test attached			

Evidence of student's immigration status (to be completed for students who are NOT Australian citizens)

Student visa holder	☐ Yes ☐ No	Temporary visa	☐ Yes ☐ No	Date of arrival	
Other? Please specify					
Passport number			Passport expiry date		
Visa number			Visa expiry date (if applicable)		
Visa sub class					
Passport and visa details (to be completed for a student who is NOT an Australian citizen) Temporary visa holders must obtain an approval to enrol in a state school from EQI					

School Based Supervisor (Teacher/Exam Supervisor/Study coach/school contact)

Please note: This person will be the nominated Exam Supervisor and the contact point for the Cairns SDE subject teacher.

Title	☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr				
Last name			First Name		
Position			Email		
Phone			Fax		

EQI Distance Education fee

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.

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



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.
- ☐ A Distance Education email has been set up for all school based communications (e.g. distanceed@_____)
- 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

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.