

Distance Education Enrolment Fees

Form: Home-Based Student – Status Nomination – Exemption/Waiver/Payment Plan

(To be completed by home-based students only)

Please complete one form per student and return to your School of Distance Education Principal.

School							
Student Name						Date of Birth	/ /
Residential Address						Postcode:	
Phone No.		Fax No.		Mobile No.			
Email							
Year Level		Enrolment Date <i>School to complete</i>	/ /	EQ ID number: <i>School to complete</i>			
Parent/ Carer Name							
Postal Address						Postcode:	

Student Status

- Student is claiming an exemption from paying the enrolment fee – please complete Section A below.
- Student is applying for a waiver of the fee – please complete Section B below. (Note – Fee, or part fee, is payable prior to consideration of waiver application.)
- Request to negotiate payment plan
- Fee to be paid annually

Important Information

The eligibility criteria for exemption and waiver are detailed in the *Education (General Provisions) Act 2006 (Qld)* - Sections 53 & 54 at:

<https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EducGenPrA06.pdf>. A waiver, if granted, is applicable for one year (but subsequent waivers may be applied for and granted). Distance education services will not commence until the fee, or first instalment, is paid. The waiver application will not be considered unless and until the enrolment fee, or first instalment, is paid. Further information regarding the distance education enrolment fee is available at: <http://ppr.det.qld.gov.au/education/management/Pages/Distance-Education-Enrolment-Fees.aspx>

Section A – Exemption

If you consider that you are exempt from paying the fee, please indicate the relevant category of exemption:

- Living in a remote area (as defined by Chapter 3 s.49 Meaning of remote area of the <https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EducGenPrA06.pdf>)
- Medical (student cannot attend a state school for more than 80 consecutive school days due to their state of health). A medical certificate (from a medical practitioner or registered psychologist must be attached.)
- Itinerant lifestyle due to student or parental occupation
- Exclusion (no access to other state school)

- Indefinite suspension because of a charge for a criminal offence
- The student has carer responsibility which precludes regular attendance at a state school
- Mature age student with a remaining allocation of state education who does not live within 16 kilometres of a mature age state school; or has been refused enrolment at a mature age state school.

Please explain the circumstances relevant to your claim for exempt status and list documentary evidence that you are attaching in support of the claim. Applications for medical exemption must attach a medical certificate. See the [Fact Sheet on Medical Certification](#) for further information about medical certificate requirements.

Section B – Waiver

If you are applying for a waiver of the fee, please indicate which of the following is the reason for the application:

- the student is or has been enrolled in distance education and would suffer a significant educational disadvantage if they were not able to continue in the program, and payment of the fee would cause financial hardship to the student or their parent/carer; or
- the student is enrolled in distance education, and the waiver is appropriate and reasonable because exceptional circumstances exist in relation to the student.

Please explain the circumstances relevant to your application and list documentary evidence that you are attaching in support of the application. Documentation of financial hardship must include a current Health Care Card or other evidence of financial hardship.

Please list the documentary evidence attached to this application:

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Privacy Statement

The Department of Education and Training (DET) is collecting the information on this form for the purposes of:

- i. assessing whether a fee in connection with the student's enrolment in a School of Distance Education is payable pursuant to s 53 and s 54 of the Education (General Provisions) Act 2006;
- ii. administering and planning for providing appropriate education and support services to students; and
- iii. communicating with the student and parents.

DET may disclose some or all of the personal information to third parties where authorised or required by law and otherwise in accordance with the Information Privacy Act 2009 (a copy of which is available at <https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/I/InfoPrivA09.pdf>). Personal information about state school students will only be used and disclosed in accordance with s 426 of the Education (General Provisions) Act 2006.

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 School of Distance Education principal in the first instance.

Declaration

I declare that the information I have given in this form is complete and correct, and I acknowledge the Privacy Statement above.

Parent/Carer's Name: _____

Signature: _____

Date: / /

To be completed by the School of Distance Education

In accordance with sections 48-54 of the Education (General Provisions) Act 2006, this student's fee status is:

Exempt Payable

In accordance with sections 48-54 of the Education (General Provisions) Act 2006, the Application for Waiver is:

Approved Not Approved

The request to negotiate a payment plan is:

Approved Not Approved – the fee must be paid annually.

Principal's Name: _____

Signature: _____

Date: / /

Comments: _____

For Office Use Only

Date Received / /	TRIM File Number
Waiver Result	School & Parent/Carer notified