Enrolment Form 2027

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Important information

- Enrolments open on 23 July 2026.
- We encourage schools to submit applications as early as possible to secure a position.
- Applications are processed in order of receipt date and time.
- **Year 12** - a full and complete application must be **submitted by Friday 11 September** to ensure a course start date of Day 1, Term 4.
- **Years 9, 10 and 11 -** a full and complete application must be **submitted by Friday 6 November** to ensure a course start date of Day 1, Term 1.
- Courses may fill up prior to these dates and are subject to availability.
- Submitting an enrolment form that is incomplete and/or is missing required documentation will cause delays.
- Information related to Distance Education and NESA eligibility criteria that is missing from the enrolment form and is requested by NSW School of Languages (NSL), must be supplied within 3 weeks of the requested date. Failure to do so may render the application as declined in the DEMS School Portal and will not secure a position.
- All negotiations regarding applications are strictly between the student's school and the NSL.
- Once an application has been received by NSL, changes to the eligibility section will not be permitted.

How to use this form

- **You do not need to print this form.**
- **Download this document and save it to your computer.** Please do not fill it in using a web browser or mobile device, as this may result in lost information.
- Open the form using Adobe Reader. If you do not have it installed on your computer, you can download it for free here: Adobe Reader Download.
- The student should complete Part 1 and digitally sign it.
- The student's parent/carer should complete Part 2 and digitally sign it.
- Refer to the **Digital Signature Quick Start Guide** on the Enrol page of our website for detailed instructions.
- Save a signed copy of your application to your computer and attach any relevant medical and/or Personal Learning Plans.
- The student's parent/carer must email this form to the student's school supervisor. **Do not email it to NSL.**
- The student's school is responsible for ensuring the information is complete, saving a copy for their records, and uploading the completed document to the DEMS School Portal. Please refer to the Supervisors page on our website for more information.

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PLEASE DO NOT LEAVE ANY QUESTIONS BLANK – IF NOT APPLICABLE WRITE "NONE" OR "N/A"

Part 1: Student section

1.1 Student information

Family name

First name

Middle name(s)

Preferred name

Optional

Pronouns

Optional

Gender

Select from the drop-down menu

Date of birth

DD/MM/YYYY

Student mobile phone number

Student school email address

The email address issued by the student's school must be supplied as all courses are delivered online - e.g. firstname.lastname@education.nsw.edu.au

Name of school attended in 2026

Name of school attending in 2027, if different to 2026

If attending a different school than the school you are enrolled at in 2026, your new 2027 school must lodge this enrolment form

Application type

◯ Standard ◯ Acceleration* ◯ Recognition of prior learning - **Year 12 applications only****

***Contact NSL for additional documentation required** ****RPL form and Years 10 and 11 reports are required in addition to this enrolment form**

Enrolment Registration Number (ERN)

Public school students only - check with your school if you are unsure

Are you of Aboriginal or Torres Strait Islander background?

Select from the drop-down menu

Country of birth

If your country of birth is not Australia, complete section 1.2.

Residency status

Select from the drop-down menu

1.2 Students born overseas

Arrival in Australia

DD/MM/YYYY

Passport number

Country of issue

Visa class

Visa subclass

Visa expiry date

DD/MM/YYYY

Date of return

DD/MM/YYYY

International full-fee paying student?

Select from the drop-down menu

1.3 Course selection

All courses require a minimum of five students to run. Courses available at NSL can be viewed here.

Enrolment commencing

◯ Year 9 ◯ Year 10 ◯ Year 11 ◯ Year 12

Language requested

Select from the drop-down menu

Course requested

Select from the drop-down menu

1.4 Number of units of study

NSW School of Languages students must abide by the Distance Education units policy as outlined below.

1.4.1 Years 9 and 10 students - if not applicable write "none" or "n/a"

Year 9 and 10 students must not have more electives than their school can schedule into their timetable.

How many electives are you studying in 2027 including NSL courses?

1.4.2 Years 11 and 12 students - if not applicable write "none" or "n/a"

A maximum number of 13 units is permitted for Year 11 students and 12 units for Year 12 students. If your program of study exceeds this amount, it is a requirement of Distance Education policy that you discontinue the excess units before you commence your study with NSL.

How many units are you studying in 2027 including NSL courses?

Which courses will you discontinue if you have excess units?

1.5 Eligibility and statutory declaration

This information is used by NSL to determine eligibility for the requested course/s.

Under the direction of NESA, a statutory declaration (available to download on our Enrolments page under Supporting enrolments forms) is required for the following **Year 11** Language courses:

- **Beginners courses**
- **Continuers courses** for Chinese, Japanese and Korean
- **In Context courses** for Chinese and Korean.

The following **Year 11** Language courses **do not require a statutory declaration:**

- **Continuers courses** for French, German, Indonesian, Italian, Latin, Modern Greek, Portuguese, Russian and Spanish
- **In Context course** for Japanese.

1.5.1 Years 11 and 12 eligibility criteria

To be deemed eligible, students must meet all of the NESA criteria. The Principal of NSW School of Languages determines eligibility. If the student believes that their eligibility has been incorrectly assessed, they must submit an appeal within one week of notification. A subsequent appeal can be made to NESA. Visit the NESA website for more information on the appeal process.

◯ Beginners: all languages	◯ Continuers: Latin, European and Indonesian	◯ Continuers: Asian languages (except Indonesian)	◯ Languages in Context
Choose a course category above, or refer to the NESA website for details on course eligibility.			

Select to view the NESA eligibility criteria for each course category

1.5.2 Language background – please enter "none" or "N/A" if not applicable

Which language did you first learn to speak?

List all languages spoken at home

With whom do you speak other language/s apart from English?

How often do you speak the other language/s?

Select from the drop-down menu

1.5.3 Formal education and knowledge of the language from other sources - please complete all fields

Rank your current ability to read the NSL language requested

Select from the drop-down menu

Rank your current ability to write in the NSL language requested

Select from the drop-down menu

In Years 7-10, you would have studied at least 100 hours of a language as a mandatory part of the NSW curriculum. State the school year and language below:

Grade

Select from the drop-down menu

Language

Have you attended classes in the NSL language requested at a community language school or with a private tutor? - **Please complete all fields**

Select from the drop-down menu

If yes, provide details of the name of the school or private tutor, the school years you attended (e.g. Years 1-6) and the total number of hours (e.g. 1 hour per week for 6 years = 240 hours).

Have you had an in-country experience with the NSL language requested? - **Please complete all fields**

Select from the drop-down menu

If yes, provide details of:

- time spent in that country **(dates and duration of exchange/travel)**
- time spent living in that country
- time spent attending a **school** in that country.

List any additional documentation attached to this application – this may include school reports from other schools, passports or evidence of residency in Australia and/or overseas.

1.5.4 Formal education table

Complete the table below. All sections of each line for each school year must be filled out. **Do not leave any fields blank as this may result in processing delays.**

School year	**Calendar year**	**Name of schools attended (including community language schools)**	**Country in which you attended school**	**Language of instruction**	**Languages learned (other than English)**
Fill in the years of schooling completed before 2027		Include your primary and high school and any years of home schooling	Include Australia, or any other country where you attended school	Include all languages used by your teachers during class	Detail languages learned **Write "none" if not applicable**
e.g. Year 8	*e.g 2026*	*e.g. Happy High School and Community Languages School, Sydney*	*e.g. Australia*	*e.g. English*	*e.g. Modern Greek*
12					
11					
10					
9					
8					
7					
6					
5					
4					
3					
2					
1					

If you have previously studied the language requested, provide the titles of textbooks used, topics covered and marks from your last assessment, if known:

1.6 Student declaration

By signing below

- I declare that all information I have given in this enrolment form is correct and complete. I understand that submitting false, inaccurate or incomplete information may jeopardise the award of my RoSA/Higher School Certificate.
- I understand I will be required to withdraw from any excess electives/units before I commence my studies at NSL.
- I acknowledge that the language course in which I have enrolled comprises of listening, speaking, reading and writing components for online coursework and assessments, which I will be required to complete.
- I commit to engaging with the online coursework and speaking lessons weekly, in accordance with the course schedule. When this cannot be achieved, I will contact my NSL teacher to request alternative arrangements.
- I agree to return all resources lent to me by NSL.
- It is my responsibility to work at a faster pace, as advised by my NSL teacher, if I enrolled after the beginning of the school year, or am not adhering to the course schedule.

Student's name

Student's signature - Handwritten or digital, not typed

Refer to the Digital Signature quick start guide on our website.

Part 2: Parent/Carer section

Please note

- The relationship is strictly between the student's school and NSL. Any parent/carer concerns should be raised with the student's school Supervisor.
- **It is the student's school's responsibility to communicate with NSL.**
- Parents and Carers will receive school reports, invitations to parent/carer/teacher interviews, notifications of student non-engagement and school newsletters.

2.1 Management fee

All communication regarding the management fee is handled directly with the student's school.

Please refer to the Management Fee schedule on our website.

2.2 Contact details of Parents/Carers

At least one parent/carer who is currently in Australia must provide an email address, phone number and mailing address.

2.2.1 Parent/Carer 1, primary carer with whom the student normally lives - this Parent/Carer will be the primary contact for all NSL correspondence

Title

Select from the drop-down menu

Gender

Select from the drop-down menu

Relationship to student

Select from the drop-down menu

Emergency contact

☐ This is an emergency contact

Optional – another contact can be supplied on page 8

Family name

Given name/s

Parent/carer mobile phone number

Parent/carer home phone number

Parent/carer residential address

Suburb

State/territory

Postcode

Country

Email address

2.2.2 Parent/Carer 2

Title

Select from the drop-down menu

Gender

Select from the drop-down menu

Relationship to student

Select from the drop-down menu

Emergency contact

☐ This is an emergency contact

Optional – another contact can be supplied on page 8

Family name

Given name/s

Parent/Carer mobile phone number

Parent/Carer home phone number

Parent/Carer residential address

Suburb

State/territory

Postcode

Country

Email address

2.3 Student medical details and health conditions

It is essential that you inform NSL if the student has any medical conditions before they are enrolled. This must include any known allergies. Contact NSL as soon as you know of any newly diagnosed conditions or updates. This will assist NSL in supporting the safety and well-being of the student and allow planning to occur to determine the best way to meet the individual health needs of the student.

A colour copy of current ASCIA Action Plans, Asthma Action Plans and/or medical plans must be supplied with the application. Students with anaphylaxis, asthma, diabetes or other serious medical conditions must bring their medication, EpiPens and/or plans for all face-to-face lesson days, assessments at NSL and excursions.

Does the student have any allergies? ◯ Yes ◯ No

If yes, list the allergens

Is the student at risk of anaphylaxis? ◯ Yes ◯ No

Has the student been prescribed an EpiPen? ◯ Yes ◯ No

Does the student have asthma? ◯ Yes ◯ No

Does the student have an asthma plan? ◯ Yes ◯ No

Does the student receive support for anxiety or depression? ◯ Yes ◯ No

Does the student have a disability? ◯ Yes ◯ No

If yes, list the disability/disabilities and attach the learning plan.

If "yes" to anaphylaxis and/or asthma, attach ASCIA Action Plan and/or Asthma Action Plan.

Has the student been diagnosed with Autism Spectrum Disorder? ◯ Yes ◯ No

Does the student have any other medical condition? ◯ Yes ◯ No

Does the student receive additional learning support at their school? ◯ Yes ◯ No

Does the student have a Personal Learning Plan? ◯ Yes ◯ No

If "yes" to any of the medical details and health conditions, provide details about the student's medical conditions and/or learning support needs and provide all relevant health care plans and/or Personal Learning Plans with the application.

To ensure special provisions are in place for students, a Learning Plan must be provided by the student's school. Information regarding special provisions on the enrolment form must be "confirmed by the supervisor" followed by the supervisors name, signature and date, or a separate document attached to the enrolment form.

2.3.1 Emergency contact other than primary carer - please do not leave any questions blank

Title

Select from the drop-down menu

Gender

Select from the drop-down menu

Relationship to student

Select from the drop-down menu

Family name

Given name

Emergency mobile phone number

Emergency other phone number

2.4 Authority to publish, photograph, film and record audio

Personal information, consent, and declaration of accuracy

The personal information collected on this application is for purposes directly related to your child's education including processing this application. Any information provided to the NSW Department of Education will be used, disclosed and stored consistent with the NSW privacy laws. Information will be stored on a secure electronic database. You may access or correct the information by contacting the school. If you have a concern or complaint about the information collected or how it has been used or disclosed you should contact the school. Further information about the collection of information while your child is enrolled at a NSW public school, and how we protect your privacy, is available on the Department's website.

Publishing student information

The school/Department may publish information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service. This information may include your child's name, age, class and information collected at school such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media.

The communications in which your child's information may be published include but are not limited to:

- public websites of the Department including the school website, the Department's intranet (staff only), blogs and wikis
- departmental publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically, including on the Department website
- official departmental and school social media accounts on networks such as the school's YouTube, Facebook and X pages
- parents should be aware that when information is published on public websites and social media channels it can be linked to by third parties and may be discoverable online for a number of years, if not permanently (search engines may also cache or retain copies of published information).

Permission to publish

I have read the information about publishing student information and:

◯ I give my permission ◯ I do not give my permission

for the school/Department to publish information about my child in publicly accessible communications. This permission remains effective until I advise otherwise.

Online services*

The Department provides students with filtered access to the Internet. Students also have access to a secure learning portal. After logging into their portal, students have access to a personalised email account and online applications. These resources enable students to collaborate with peers, publish online, and securely store their data for access within or outside of school. When accessing some online services, data (including your child's name and files they have saved) is stored with the online application service provider in a location outside of the Department's network. The Department has worked closely with online application providers to assess privacy impacts and data security controls. Information about student privacy for parents is available from: https://education.nsw.gov.au/rights-and-accountability/privacy/privacy-information-and-forms or from your school.

◯ I understand and give permission

for my child to have access to online services provided by the Department. This permission remains effective until I advise the school otherwise.

Video conferencing/third-party web and cloud-based services*

An important part of our educational delivery and support involves video conferencing activities (live online lessons with the teachers of NSW School of Languages). Third-party online service providers such as Canvas and Millennium are also utilised to enhance student learning. Please note: The NSW Department of Education (DoE) has entered into an enterprise agreement with each of these providers after assessing their privacy impacts and data security controls as compliant with NSW privacy requirements. Further information is available from the privacy information sheets available on the DoE website.

I have read the information about video conferencing, online lessons, mobile phone contact and third-party web and cloud-based services:

◯ I understand and give permission

for my child to be involved in video conferencing, online lessons and communicate through third-party online service providers.

2.5 Parents/Carers declaration

Consent

I have provided information about the learning and support needs, including health condition(s) and/or special need(s) and/or history relevant to a risk assessment, related to the student listed in this enrolment form.

Declaration of accuracy and signature

- I declare that the information provided in this application is, to the best of my knowledge and belief, accurate and complete.
- I have read and understand the information in this application including the collection of personal information, publishing of student information, online services and consent.
- Where I have given personal information about people other than myself or my child(ren) I have done so with their authorisation.
- I am aware that if the information I have given is false or misleading, any decision made as a result of this application may be changed.

Parent/Carer's name

Parent/Carer's signature - Handwritten or digital, not typed

Refer to the Digital Signature quick start guide on our website.