NSW SCHOOL OF LANGUAGES

NSW GOVERNMENT Education

35 West Street, Petersham NSW 2049
Phone: 02 9381 4800 Email: enrolments.nswsol@det.nsw.edu.au

Late or Unforeseen and Unique Circumstances Application Form by NSW Public Schools

For late or unforeseen and unique circumstances applications, Principals of NSW public schools must **initially request endorsement from their Director, Educational Leadership.** Please refer to current Distance Education Enrolment Procedures for more information.

The Principal must provide the following:

- a substantial reason explaining why the application is late (note: change of mind is not an acceptable reason) or
- a substantial explanation of the unforeseen and unique circumstances which have impacted on the student's capacity to follow their proposed courses at their school (e.g. an emerging health issue, a school's quota is depleted, and/or a language is essential to the student's pattern of study).

School name

School contact person

School contact person phone number

School contact person email

Student's full name

Year

Course

Procedure for Late or Unforeseen and Unique Circumstances Applications

Please forward **this form and a detailed statement of 1-2 paragraphs** (see above) outlining the reasons for access to distance education to **your Director, Educational Leadership**.

Consideration by the Director will include:

- all local options to provide curriculum for the student have been exhausted.
- distance education is essential and required as part of a documented learning plan.
- curriculum access through distance education is the most appropriate option.

If your Director endorses the enrolment, please email this form, the statement sent to your Director and the enrolment form to NSW School of Languages (enrolments.nswsol@det.nsw.edu.au).

Director, Educational Leadership, Endorsement

I have reviewed the documentation for this application for distance education. I recommend enrolment for the above student.

Name of Director, Educational Leadership

Signature