

# Enrolment Application Form 2026

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## Important information

- Applications open on 31 July 2025. Applications submitted by 7 November 2025 will ensure a course start date of day 1, Term 1, provided that the application form is completed accurately and in full.
- We encourage home schools to submit applications as early as possible to secure a position.
- All negotiations regarding applications are strictly between the home school and the NSW School of Languages (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 [Enrolments 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 home school supervisor. **Do not email it to NSL.**
- The home 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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## 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 home school must be supplied as all courses are delivered online - e.g. firstname.lastname@education.nsw.edu.au

Name of school attended in 2025

Name of school attending in 2026, if different to 2025

If attending a different school than the school you are enrolled at in 2025, your new 2026 school must lodge this application 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 application 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

Residency status

Select from the drop-down menu

### 1.2 Students born overseas

Passport number

Country of issue

Visa class

Visa subclass

Visa expiry date

DD/MM/YYYY

Arrival in Australia

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

<input type="radio"/> Year 9	<input type="radio"/> Year 10	<input type="radio"/> Year 11	<input type="radio"/> Year 12
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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

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 2026 **including NSL subject/s**?

#### 1.4.2 Years 11 and 12 students

A maximum number of 13 units is permitted for Year 11 students and 11 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 2026 including NSL subject/s?**

**Which subject/s 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](#)) 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.

<input type="radio"/> Beginners: all languages	<input type="radio"/> Continuers: Latin, European and Indonesian	<input type="radio"/> Continuers: Asian languages (except Indonesian)	<input type="radio"/> Languages in Context

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

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?

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?

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 2026		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
<i>e.g. Year 8</i>	<i>e.g. 2025</i>	<i>e.g. Happy High School and Community Languages School, Sydney</i>	<i>e.g. Australia</i>	<i>e.g. English</i>	<i>e.g. Modern Greek</i>
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 application 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 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

## Part 2: Parent/Carer section

### Please note

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

### 2.1 Course access fees

All communication regarding course access fees is with the home school. Please refer to the [Course Access 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 <input type="text"/> Select from the drop-down menu	Gender <input type="text"/> Select from the drop-down menu	Relationship to student <input type="text"/> Select from the drop-down menu	Emergency contact <input type="checkbox"/> This is an emergency contact Optional – another contact can be supplied on page 8
Family name <input type="text"/>		Given name/s <input type="text"/>	
Parent/carer mobile phone number <input type="text"/>		Parent/carer home phone number <input type="text"/>	
Parent/carer residential address <input type="text"/>		Suburb <input type="text"/>	State/territory <input type="text"/>
Postcode <input type="text"/>	Country <input type="text"/>	Email address <input type="text"/>	

### 2.2.2 Parent/Carer 2

Title <input type="text"/> Select from the drop-down menu	Gender <input type="text"/> Select from the drop-down menu	Relationship to student <input type="text"/> Select from the drop-down menu	Emergency contact <input type="checkbox"/> This is an emergency contact Optional – another contact can be supplied on page 8
Family name <input type="text"/>		Given name/s <input type="text"/>	
Parent/Carer mobile phone number <input type="text"/>		Parent/Carer home phone number <input type="text"/>	
Parent/Carer residential address <input type="text"/>		Suburb <input type="text"/>	State/territory <input type="text"/>
Postcode <input type="text"/>	Country <input type="text"/>	Email address <input type="text"/>	

## 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 health plans must be supplied with the application.** Students with anaphylaxis, asthma, diabetes or other serious medical conditions must bring their medication, EpiPens and/or health management 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

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 the home school?  Yes  No

Does the student have a Personal Learning Plan?  Yes  No

**If "yes" to any of the above,** 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.

### 2.3.1 Emergency contact

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/schooling/parents-and-carers/going-to-school/privacy-information> 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 application 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

## NSL OFFICE USE ONLY

Student details			ERN (public students only)	
Given		Family		Pref
Mobile		Home		Email
Gender		DOB		Year
School		Lang		Course

ERN				
Born in		Status		Arrived
PPort		Visa		Expiry

Parent/Carer 1			Emergency contact?	
Title		Given		Family
Mobile		Home		Email
Address		Suburb		State
PCode		Country		Rel

Parent/Carer 2			Emergency contact?	
Title		Given		Family
Mobile		Home		Email
Address		Suburb		State
PCode		Country		Rel

Emergency contact				
Title		Given		Family
Phone		Phone 2		Rel

Medical - review medical page if blank				
MedCon	Anaphylaxis Asthma Anxiety and/or depression	Disability Allergies	Details	

Enrolment							
Pub		Rec		ATSI		Lang	