

35 West Street Petersham NSW 2049

Phone: 02 9381 4800 Email: enrolments.nswsol@det.nsw.edu.au

Late or Unforeseen and Unique Circumstances Application by NSW Non-Government Schools

For late or unforeseen and unique circumstances applications, Principals of NSW non-government schools must:

1. Complete this form
2. Provide a letter from the principal that includes:
 - a substantial reason (1-2 paragraphs) explaining why the application is late (note: change of mind is not an acceptable reason) or
 - a substantial explanation (1-2 paragraphs) of the unforeseen and unique circumstances which have impacted on the student's capacity to follow their proposed courses at the home 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).

For more information please refer to the current [Enrolment in distance education procedures](#)

Email the above information to enrolments.nswsol@det.nsw.edu.au

School	School contact person
Phone	Email
Student's name	Year
Course	

Consideration by NSL and the Rural and Distance Education Coordinator will include:

- enrolment forms and evidence to support the late application
- vacancy in the course
- eligibility
- 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.

Office use only

Additional information to be forwarded to RDE:

category
application is inside or outside the home school's quota
recommendation