

Distance education enrolment fees — Home-based

Application for fee exemption/waiver/payment plan for enrolment in a program of distance education

Part A: Student details		
Surname		Given name/s
Date of birth		Year level
Residential address		
City/Town		Postcode
Postal address		
City/Town		Postcode
Phone number		Mobile
Email		
Parent/carer name (if relevant)		
Enrolment date		EQ ID
School of Distance Education use only		

Part B: Purpose of application

Eligible for exemption under section 53 of the Act.

Fee waiver under section 54 of the Act.

Request to negotiate payment plan.

Proceed to Part C below

Proceed to Part D below

Proceed to Part E below

Important information — Fees for distance education are payable annually. The eligibility criteria for exemption and waiver are detailed in sections 53 and 54 of the Act respectively (<https://www.legislation.qld.gov.au/view/whole/html/inforce/current/act-2006-039>). If granted, a waiver is applicable for one year. Subsequent waivers may be applied for and granted. Further information regarding distance education enrolment fees available at: <http://ppr.det.qld.gov.au/education/management/Pages/Distance-Education-Enrolment-Fees.aspx>

Part C: Eligibility for exemption

If you consider that the student is exempt from paying the fee for distance education, please indicate the relevant category of exemption. The student:

lives in a remote area as defined by section 49 of the Act.

cannot attend a state school for more than 80 consecutive school days due to state of health. A medical certificate must be attached (see [Information for students with medical certification](#)).

has an itinerant lifestyle due to student or parental occupation, as described by section 53(2) of the Act.

is suspended from a state school on a charge-related ground under section 281 of the Act.

is excluded from a state school under section 291 of the Act, or from certain state schools under section 298 of the Act, **and** would be considered to live in a remote area if the school/s from which the student is excluded were taken not to be a nearest applicable school for the definition 'remote area'.

is excluded from all state schools under section 298 of the Act.

has parental responsibilities which preclude regular attendance at a state school.

Part C: Eligibility for exemption

has carer responsibilities which preclude regular attendance at a state school. A medical certificate confirming carer responsibilities must be attached.

is a mature age student who does not live within 16 kilometres of a mature age state school or who has been refused enrolment at a mature age state school.

is in custody in a corrective services facility.

Please explain the circumstances relevant to the claim for fee exemption and list documentary evidence that is being attached in support of the claim.

Part D: Fee waiver

Payment of distance education fees may be waived, partly or entirely. In making the decision under section 54(1)(b) of the Act about waiving payment of a fee, the Director-General or their delegate may have regard to any relevant matter of which they are aware, including whether the person would suffer a significant educational disadvantage if they could not enrol in a program, or component of a program, of distance education. It is also relevant to consider whether distance education is the most appropriate educational program for the student.

If applying for a waiver of the fee, please indicate the reason for the application.

Student is or has been enrolled in distance education and would suffer a significant educational disadvantage if unable to continue in the program, and payment of the fee would cause financial hardship to the student or their parent/carer.

Student is enrolled in distance education, and the waiver is appropriate and reasonable because exceptional circumstances exist in relation to the student.

Student is an Australian citizen	Yes	No
Student is a permanent resident of Australia	Yes	No

Please explain the circumstances relevant to the application for a waiver and list documentary evidence that is being attached in support of the application. Documentation of financial hardship must include a current Health Care Card or other evidence of financial hardship.

Part E: Request to negotiate payment plan

Please explain the circumstances relevant to the request to negotiate a payment plan and list documentary evidence that is being attached in support of the application. Documentation of financial hardship may include a current Health Care Card or other evidence of financial hardship.

Privacy Statement

The Department of Education is collecting personal information on this form in order to be able to:

- i. assess this application for an exemption/waiver/payment plan in relation to the payable fee for distance education pursuant to Chapter 3 of the Education (General Provisions) Act 2006 (Qld) (the Act)
- ii. communicate with the student and persons seeking an exemption/waiver/payment plan for the fees for a program, or component of a program, of distance education about this application.

Personal information collected in this form will only be accessed by authorised staff of the School of Distance Education at which the student is enrolled and departmental employees. It will not be given to any other person or agency unless you have given us permission or we are authorised by law.

Declaration

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

Prospective Student / Parent / Carer's name

Signature

Date

To be completed by Brisbane School of Distance Education

Application for exemption

In accordance with section 53 of the Act, this student's fee is: Payable Not payable

Application for waiver

In accordance with section 54 of the Act: Part of the fee is waived to the amount of: \$:

the entire fee is waived

the waiver is not granted

Application for payment plan

The request to negotiate a payment plan is: Approved Not approved

Payment plan details:

Executive Principal's Name	John Brew, Brisbane School of Distance Education
Signature	Date

Office use only			
Date application received	Record reference number	Applicant notified	Date