

AUTISM QUEENSLAND SCHOOL DISTANCE EDUCATION EXPRESSION OF INTEREST APPLICATION



Please return the **completed and signed** form to enrolments@autismqld.com.au.

DATE OF EOI APPLICATION:	
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STUDENT DETAILS					
Legal First Name		Legal Middle Name			
Legal Family Name		Preferred Name			
Date of Birth		Gender		Preferred Pronoun	
RESIDENTIAL ADDRESS					
Physical Address			Post Code		
POSTAL ADDRESS					<input type="checkbox"/> AS ABOVE
Postal Address			Post Code		
ORIGIN					
Identifies as	<input type="checkbox"/> N/A <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander				
Residency Status	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Temporary Visa Holder <input type="checkbox"/> Other				
<i>More information may be requested if enrolment offered.</i>					
LANGUAGE & OTHER					
Language/s Other than English spoken at Home?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify):				
DIAGNOSIS					
Diagnoses					

PARENT CARER 1 DETAILS (Primary Carer)					
Title (e.g. Mr/Ms/Mrs)		Relationship to child			
Given Name		Family Name			
Email					
Contact Number	<input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Home				
RESIDENTIAL ADDRESS					<input type="checkbox"/> SAME AS CHILD
Physical Address			Post Code		

PARENT CARER 2 DETAILS			
Title (e.g. Mr/Ms/Mrs)		Relationship to child	
Given Name		Family Name	
Email			
Contact Number	<input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Home		
RESIDENTIAL ADDRESS			<input type="checkbox"/> SAME AS CHILD
Physical Address		Post Code	

FAMILY CIRCUMSTANCES	
Child Lives with	<input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other (please specify):

CURRENT EDUCATION SETTING			
Name of School		Current Year Level	
Principal			
Head of Special Education Services (HOSES):			
Class Teacher/s			
School Address		Post Code	
Email			
Phone		Permission to Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No

SUPPORTING DOCUMENTATION	
This application may not be processed until all required documentation has been provided. Please prepare the following documents to be considered with the EOI:	
<input type="checkbox"/>	I understand that the school will need to sight my child's birth certificate if enrolment is offered.
<input type="checkbox"/>	I understand that I will need to provide a current diagnosis of autism (within the last 24 months) provided by a registered paediatrician, psychiatrist, or neurologist ¹ in a signed letter; or on the Department of Education's Autism Spectrum Disorder Medical Specialist Form.
The following documents will support efficient processing of your EOI and can be provided with the signed EOI form:	
<input type="checkbox"/>	Current school documents such as any individual plans, reports or semester reports.
<input type="checkbox"/>	Any recent therapy reports.
<input type="checkbox"/>	Details of eligibility for student with disability funding (e.g. EAP verification status, or AIMS profile/DDA).

¹ or psychologist (external to the Department of Education) with a practice endorsement in clinical psychology, educational and developmental psychology or neuropsychology specifying the DSM-5 or ICD-10.

DISTANCE EDUCATION CONSIDERATIONS

It is important to consider the following when planning for your student to engage in a Distance Education Program.

Home Supervisor	A consistent person or persons who will support your student’s access of and engagement in the distance education program on a day-by-day basis.	<input type="checkbox"/>
Learning Environment	A dedicated space in the home that can be free of distractions and conducive to engaging in online lessons and hands on tasks and activities.	<input type="checkbox"/>
Internet Connectivity	A consistent and strong internet connection makes accessing the teaching and learning in a Distance Education Program run well.	<input type="checkbox"/>
Technology Requirements	A list of minimum requirements (device, headset, microphone, printer and specific software) to enable your student to participate to the best of his/her ability.	<input type="checkbox"/>

DECLARATION

I, the legal guardian, request the child named above to be considered for enrolment in the Autism Queensland (AQ) School Distance Education Program and have the legal authority to do so. I confirm:

- I will provide further details and documents as requested to support processing of this EOI.
- I will attend an online meeting with my child and the School Principal or delegate to be considered for enrolment.
- If my child is offered enrolment, I will complete any additional relevant documents prior to my child beginning enrolment.

Collection & Storage of Personal Information:

- I understand that AQ collects and records relevant personal information that is stored and managed in AQ’s secure database in accordance with AQ’s Privacy Policy (available at www.autismqld.com.au). I also understand to facilitate the collection and storage of relevant data, clients must be registered with AQ. By completing and returning this application, I am giving AQ permission to use the information provided to register the child as a client of AQ in accordance with AQ’s Privacy Policy.
- I authorise AQ to obtain and provide information from/to the individuals/agencies/organisations listed with permission to contact in this Expression of Interest Application. This permission will remain until revoked in writing.

By signing below, I understand that my child will become a client of AQ, and I agree to all terms and conditions indicated on this form.

PARENT/GUARDIAN 1:		PARENT/GUARDIAN 2:	
Signature:		Signature:	
Name:		Name:	
Date:		Date:	

Personal and sensitive information collected on this form will be retained and used for the purpose of providing you with Autism Queensland (AQ) Limited’s services and providing information about these services. It may also be used for other purposes such as providing you with information about other services and events, to meet our requirements for government funding in providing services, to monitor and evaluate existing services and plan for future services or for research purposes. Without this information AQ may be unable to provide you with its service. The information collected on this form will only be used by AQ and will not be disclosed to any other person or organisation unless we have your consent or we are permitted by law. If you wish to access or seek correction of your personal information or make a complaint about our handling of your personal information please see AQ’s Privacy Policy, at www.autismqld.com.au or phone (07) 3273 0000.

‘APPENDIX: ENROLMENT AT AUTISM QUEENSLAND SCHOOL DISTANCE EDUCATION PROGRAM’ next page.

APPENDIX: ENROLMENT AT AUTISM QUEENSLAND SCHOOL DISTANCE EDUCATION PROGRAM

Application Process

1. A signed expression of interest application must be submitted.
2. Supporting documentation must be provided as requested.
3. The School Administrator will confirm via email that the application has been received and advise if more information is required. (Please note: an expression of interest application does not guarantee enrolment with the AQ School Distance Education Program).
4. Once processed, completed applications will be added to the expressions of interest list.
If a vacancy becomes available, the School Principal or delegate will be in contact to arrange an initial online meeting. (Please note: a meeting does not guarantee an offer of enrolment).
5. The expressions of interests list is reviewed annually, at which time, applicants will be contacted to confirm if they wish to continue with the application.
6. Each application will be considered in line with AQ School Educational Program, the applicants educational needs and the school's capacity to provide reasonable adjustments, with the final decision made at the discretion of the School Principal.

School Fees

1. Enrolment fee
 - a. If an offer of enrolment is issued, to accept the placement a deposit of \$500 is required to be paid within the timeframe issued on the offer letter and invoice.
 - b. The enrolment fee is held as a bond and is refundable at the end of the student's placement. In the event of non-payment of term fees, this amount will be withheld.
2. Term fees
 - a. Ongoing enrolment is dependent on prompt payment of all invoiced school fees.
 - b. Fees are liable for the duration of the enrolment and not reimbursed for periods of non-attendance (such as sick days, holidays and transition periods).
 - c. Fees are levied on a term basis in advance. Invoices are emailed at the start of each term. Early payments in full attract a discount and direct debit options are available.
 - d. Families may be eligible for fee relief if experiencing financial hardship. Applications can be made by contacting AQ Finance (accounts.aq@autismqld.com.au). Any discussions are dealt with sensitively and remain confidential.
 - e. Failure to pay term fees will result in conclusion of enrolment.
 - f. Term fees are reviewed annually, and subject to change. Details are available from your School Administrator.
 - g. NDIS funding does not cover school fees.
3. Cancellation of enrolment
 - a. Parents/carers must notify the School Principal in writing with at least 4 weeks' notice within school term time, to conclude enrolment for the following term. Failure to meet these conditions will result in the enrolment fee being withheld.

Criteria for Ongoing Enrolment in Distance Education

AQ aims to provide a safe, supportive and disciplined environment that respects:

- The rights of all students to learn.
- The rights of all staff to teach.

It is accepted that settling into a new school is a significant event for any child and particularly challenging for autistic children.

Criteria for ongoing enrolment within AQ School Distance Education Program are:

- The student is able to participate in an online group setting.
- The student demonstrates safe behaviour towards self and others.
- The student engages in his/her Personalised Learning Program with reasonable adjustments.
- The student is able to participate without the need for ongoing one-to-one support.
- Timely payment of school fees in agreement with AQ Finance.

Approximately three months after your child begins enrolment, you will be invited to meet with your child's AQ School team to discuss individual adjustments required for your child within the distance education class. A Personalised Learning Plan will be developed and pre parents to discuss any concerns regarding ongoing enrolment at the time.