

## APPLICATION FOR ADDITIONAL SEMESTERS (THIRD OR GREATER)

Part 5 Division 4 of the *Education Act* makes provision for a student to apply for addition semesters of government school education beyond the standard allocation of 26 semesters. Refer to the [Allocation of semesters of government school education guidelines](#) for further information.

The school is the first point of contact when applying for additional semesters. The student, and/or their parents, should discuss the intention to apply for additional semesters with the school principal prior to completing this application form.

| Section 1: Personal details |  |                                       |  |
|-----------------------------|--|---------------------------------------|--|
| Student surname             |  |                                       |  |
| Student given name/s        |  |                                       |  |
| Date of birth               |  | Current year level<br>(if applicable) |  |
| Parent name/s               |  |                                       |  |
|                             |  |                                       |  |
| Residential address         |  |                                       |  |
|                             |  |                                       |  |
| Email address               |  |                                       |  |
| Telephone                   |  | Mobile                                |  |

| Section 2: Additional semesters sought  |  |
|---|--|
| <p><i>An application can only be made for up to two additional semesters at a time. Please tick the relevant box(es). Applications are submitted to the school principal who will progress to the Executive Director for approval. Applications must be submitted no later than 30 days prior to the commencement of the first additional semester being applied for.</i></p> |  |
| Name of school  |  |
| Executive Director approval required  | <input type="checkbox"/> 3 <sup>rd</sup> additional semester commencing .....(insert date) |
|   | <input type="checkbox"/> 4 <sup>th</sup> additional semester commencing .....(insert date) |
|   | <input type="checkbox"/> 5 <sup>th</sup> additional semester commencing .....(insert date) |
|   | <input type="checkbox"/> 6 <sup>th</sup> additional semester commencing .....(insert date) |

**Section 3: Reason/s for seeking additional semesters**

Please tick the relevant box. Supporting information may be added as attachments.

|  |  |  |
|--|--|--|
| <input type="checkbox"/> Modified curriculum | <input type="checkbox"/> Flexible education arrangements | <input type="checkbox"/> Other (please provide reason/s below) |
|--|--|--|

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**Section 4: Signatures**

|  |           |
|--|-----------|
| <b>Student/applicant signature</b>                 | Date: / / |
| <b>Parent/s signature/s<br/>(where applicable)</b> | Date: / / |
|  | Date: / / |

**Section 5: Principal and Regional Director recommendations**

Principals and Regional Directors may choose to make recommendations to the Executive Director.

|  |           |
|--|-----------|
| <b>Principal's recommendations</b>         |           |
| <b>Principal's signature</b>               | Date: / / |
| <b>Regional Director's recommendations</b> |           |
| <b>Regional Director's signature</b>       | Date: / / |

**Section 7: Executive Director approval**

*The parent/student is to be provided with a written notification of the decision and special conditions outlined below.*

*A copy of this form is to be placed in TRIM and a copy provided to the school to be placed on the Student Record Folder.*

|  |   |
|--|---|
| <b>Determination</b>                                   | <input type="checkbox"/> Approved<br><input type="checkbox"/> Partially approved (first semester only)<br><input type="checkbox"/> Not Approved   |
| <b>Reasons for decision</b>                            |   |
| <b>Special conditions</b><br><i>(where applicable)</i> | 1. Enrolment in additional semesters may be cancelled at any time if you breach any of the special conditions outlines below or where there is a breach of school or department behaviour guidelines. |
| <b>Executive Director's signature</b>                  | Date:    /    /   |