



University of
**Southern
Queensland**

UniPrep (AEPP) Approval Form

Students are encouraged to complete this form electronically where possible.

APPLICANT DETAILS

Name:

UniSQ Application Number:
(if known)

Email:

Phone:

PROGRAM AND COURSE DETAILS

The UniPrep program is made up of two courses, AEP1111 Transitioning to University and AEP1112 Applied Academic Literacies.

All students will be enrolled into AEP1111 in their first session. Once a student successfully completes AEP1111, they are then enrolled in AEP1112 in the following session. Students must successfully complete both AEP1111 and AEP1112 to complete UniPrep.

☐ **Session 1 (March)** - open to Year 12*, Year 11 and Year 10 applicants

☐ **Session 2 (July)** - open to Year 11 and Year 10 applicants

*Year 12 applicants start in Session 1 to ensure they can complete both courses while at high school.

Year of enrolment:

e.g. 2027

PARENT/GUARDIAN PERMISSIONS

By signing where indicated below, I confirm that:

1. I have read and accept the UniSQ policies regarding provision of internet access
2. I understand that the personal information contained on this form, including my child/dependent's personal information, will be collected, used and disclosed in accordance with the Privacy Statement (over page) and the UniSQ Privacy Policy. I understand that authorised staff from my child/dependent's school (including the person acting as 'School Coordinator' from time to time) will also have access to my child/dependent's personal information, including their academic record from the UniPrep program.
3. I agree to my child/dependent's involvement in the program nominated in this form.

Title First Last

Phone Email

Parent/Guardian
Signature:

Date:

SCHOOL APPROVAL (School to complete this section)

Each high school must nominate a coordinator/mentor for the student/s studying this program.

By completing this section on behalf of the relevant high school, you are confirming you understand that:

1. The purpose of providing this information to the high school is to provide support to student/s enrolled in the program, and to monitor their progress ('the primary purpose').
2. Only authorised members of the school (including the coordinator and administrative staff) will have access to the personal information contained on this form for the primary purpose.
3. Those with access to the personal information must comply with the Information Privacy Principles when collecting, using and storing personal information. This includes restricting access to personal information shared by UniSQ to authorised individuals and ensuring that the personal information is only used for the primary purpose outlined above.
4. The personal information of the school coordinator, as collected on this form, is being collected by the University to facilitate education and enrolment support for the student/s. Your personal information will be accessed by authorised UniSQ staff and will not be disclosed to a third party without your consent unless we are required to do so by law. Your personal information will otherwise be used, stored and disclosed in accordance with the University's Privacy Policy.

Name of School

Year attending
(e.g. 2027)

20

☐

Year 12

☐

Year 11

☐

Year 10

Learning Unique Identifier (LUI)

Unique Student Identifier (USI)*

**If not provided as part of the application process, students must provide their USI as part of their CAF form by the Census date of their first study period. Students can create or find their USI at: <https://www.usi.gov.au/>.*

School Coordinator

Title

First

Last

Position

Phone

Email

School Coordinator Signature

Date

ENGLISH LANGUAGE ELIGIBILITY (School to complete this section)

If the student is from a non-English speaking background, I certify that they meet the the English Language Requirements:

☐

Yes

☐

No - please contact uniprep@unisq.edu.au.

☐

Not Applicable

The student's progression in ELDS and/or AEPP courses will depend on their performance in the course/s they attempt.

HOME EDUCATION VERIFICATION (To be completed if being home schooled)

I accept the policies, including the provision of internet access, and I agree to my child/dependent's involvement in the program nominated in this form.

Year attending 20 ☐ Year 12 ☐ Year 11 ☐ Year 10

Learning Unique Identifier (LUI)

Authorised Person

Title First Last

Position

Phone Email

Address

Authorised Person's Signature Date

PRIVACY STATEMENT

The University of Southern Queensland (**we, our, us, UniSQ**) is collecting the personal information (including name, contact information, school details and course information) as provided on this form for the purpose of providing education and enrolment support as part of the UniPrep program. We are required to collect and hold this information in accordance with our Privacy Policy. If the personal information is not provided, it may affect the student's ability to participate in the UniPrep program. Collected personal information will be accessed by authorised UniSQ staff. Information relating to studies in the UniPrep program, including grades, enrolment status, and course participation may also be made available to the relevant school and/or parent/guardian nominated in this form. The personal information will not be disclosed to a third party without the consent of the subject individual, unless we are required to do so by law. De-identified information may be used to analyse the effectiveness of the service being offered. We otherwise use, disclose and handle personal information in accordance with our Privacy Policy and the [Information Privacy Act 2009 \(Qld\)](#). Anyone can seek access to and correct their personal information held by UniSQ, or raise a privacy concern, by emailing rti-privacy@usq.edu.au.

This completed form must be uploaded as part of an online UniSQ application for UniPrep (<https://unisq.edu.au/apply>) or forwarded to study@unisq.edu.au.

