University of Southern Queensland

HEAD START PROGRAM

Application Approval Form

Please type text where possible

APPLICANT DETAILS

Name

COURSE DETAILS

Course (e.g. ACC5205)

Course Name

Teaching Period

Year

Mode

Does your course contain a Mandatory Practical (residential school)?

PARENT/GUARDIAN PERMISSIONS

I have viewed the courses containing Mandatory Practical classes on-campus and understand this requirement.

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 Head Start program.
3. I agree to my child/dependent's communication with UniSQ and involvement in the course nominated in this form.

Parent/Guardian Title

First Name

Last Name

Telephone

Email

Address

Parent/Guardian signature

Date

SCHOOL APPROVAL *(SCHOOL TO COMPLETE THIS SECTION)*

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.

Please provide a copy of your students' latest report card for inclusion in their application

I have viewed the courses containing Mandatory Practical classes on-campus and understand this requirement *

*UniSQ will select and enrol successful applicants on their behalf based on location and availability.

Current year attending Year 10 Year 11 Year 12

School Name

Coordinator Position

Title

First Name

Last Name

Learning Unique Identifier (LUI)

Telephone

Email

School Coordinator signature

Date

HOME EDUCATION VERIFICATION *(TO BE COMPLETED IF BEING HOME SCHOOLED)*

I confirm that the student will have access to a support person, such as a parent or educator to help them throughout their studies. I accept the UniSQ policies, including the provision of internet access, and I agree to my child/dependant's involvement in the UniSQ Head Start program for the course listed.

Current year attending Learning ◯ Yr 10 ◯ Yr 11 ◯ Yr 12

Unique Identifier (LUI)

Parent/Guardian Title First Name Last Name

Telephone Email

Address

Parent/Guardian's signature Date

Upload completed forms to your online application

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 Head Start 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 Head Start program. Collected personal information will be accessed by authorised UniSQ staff. Information relating to studies in the Head Start program, including grades, enrolment status, course participation and future pathways information 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@unisq.edu.au