



University of  
**Southern  
Queensland**

# **2023 Head Start Guidelines**

**[unisq.edu.au/headstart](https://unisq.edu.au/headstart)**

## 1. Eligibility

### Students Attending a State or Non-State Secondary School

Students must supply their most recent graded report card issued by their state regulatory body (e.g., Education Queensland)<sup>1</sup>. The report card must feature a minimum of three (3) senior school subjects and students must have maintained a minimum B average (or 70% or higher).

Please see the Grade Average Calculator to assist in determining a B average. We assess the top five (5) subjects on the report card.

Students will become ineligible for entry in subsequent study periods where fail grades are received in two (2) Head Start courses.

### Home School & ACE Schools

Students who are not able to supply an official report card from the state regulatory body (e.g., Education Queensland) must submit a completed SAT test which is the recommended test for school age students. While not the preferred testing option, results from a completed [STAT](#) test may also be considered.

Minimum requirements for entry via SAT or STAT test:

- SAT test: 70th percentile or above
- STAT test: Score of 155 points or more

## 2. Eligible Semesters by Year Level

- Year 10 – Semesters Two and Three<sup>2</sup> and Trimester Three
- Year 11 & 12 – Semesters and Trimester One, Two and Three

## 3. Additional Application Requirements

Each school must nominate a coordinator for the student/s studying the Head Start program each study period. This must be a staff member at the school for students enrolled at a high school or a parent/guardian if home schooled.

This coordinator will provide care and support for their student/s enrolled in the program and will monitor their progress. The coordinator is the only contact that UniSQ can provide with student information in line with the UniSQ [Student Authority to Act Procedure](#).

## 4. International Students

International students who are enrolled with an Australian-based school are eligible to apply for the UniSQ Head Start program. International students can complete the online application form and normal entry requirements apply (see guidelines 1 and 2).

## 5. Course Limits

Students can only enrol in a maximum of one (1) course per study period.

The maximum number of courses that a student can complete under the Head Start program while at school is seven (7) courses.

For each subsequent Head Start course, a new full application form must be completed online by the application closing date for each semester.



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### Grade Average Calculator

A student has a B grade average if they average at least four (4) points on the below table

Grade	Point equivalence
A	5
B	4
C	3
D	2
E	1

How to use this tool:

Each grade has a corresponding point value. Convert the grades into points (for example: if the subject grades are: A,B,C the points are worked out as follows: 5,4,3 = 12)

To work out the average score, divide the total points by the number of subjects (in the example above:  $12/3 = 4$ )

Bonus Points of 0.25 can be received for each of the following (maximum of 1.0 points)

- A successfully completed Head Start course
- A completed Certificate III or higher
- Students studying one of the following subjects:
  - ✓ A Language other than English
  - ✓ Chemistry
  - ✓ Physics
  - ✓ Specialist Maths

## 6. Tuition Fees

Students will be enrolled as 'non-award students' and will not be charged any tuition fees for their first Head Start course. Students will be expected to meet the costs normally incurred with the course, including textbooks, residential school costs, etc.

If students have requested to withdraw from their course in writing before the advertised last day to drop a course without a fee ([Census Date](#)), they will be eligible for another free course in a later study period.

Students undertaking additional Head Start courses in later study periods will be charged \$440<sup>3</sup> per course. In addition, students will be required to pay a Student Amenities Fee (SAF) which is currently \$40.75<sup>4</sup>. These fees will need to be paid in full to UniSQ by the fee payment due date for the respective study period of study as published on the [UniSQ Academic Calendar](#).

## 7. Early Offer

Students who successfully complete a Head Start course are eligible for an Early Offer based purely on the completion of a Head Start course.

Students may receive a conditional offer as early as August depending on when they submit their early offer application. Students still need to meet all other program pre-requisites (e.g., completion of Year 12 and minimum C grade in Units 3 & 4 in school subjects required as pre-requisites).

Students should check the [UniSQ Handbook](#) to determine program pre-requisites. Students still need to apply via QTAC and must place a UniSQ program as their first (1st) preference to be considered for an Early Offer.

## 8. QCE Points

Students who successfully complete a Head Start course will receive two (2) points towards their Queensland Certificate of Education (QCE) for every course, up to the maximum allowable limit (8 points) set by the Queensland Curriculum & Assessment Authority (QCAA). Results will be uploaded to the QCAA portal within four (4) weeks of UniSQ results being released.

\* Students in Year 12 studying in Semester Three do not receive QCE points.

\* Students outside of Queensland are not eligible to receive QCE Points. Head Start does not contribute points towards other state senior certificates.

## 9. Adjustment Factors

Students who complete a Head Start course will receive one (1) Tertiary Entrance Rank point towards their QTAC rank if applying to UniSQ. A student can receive a maximum of six (6) bonus ranks which includes [adjustments](#) based on subjects.

## 10. Course Completion

Students will be provided with a certificate upon successful completion of each course at the Head Start Celebration or via post after grades are released.

An [unofficial transcript](#) can be downloaded from UConnect at the completion of the course. Students can obtain an 'official' academic transcript upon request and payment of the associated fee.

Should a student be admitted into a UniSQ program, credit can be applied for each completed Head Start course, subject to the rules pertaining to that particular program (e.g. program structure). Further information on this can be found [here](#).

## 11. Flexible Academic Calendar Project

From 2023 UniSQ will be moving to an innovative, new, flexible [Academic Calendar](#) focusing on how student's lifestyles are changing and how students access learning in the 21<sup>st</sup> century. All teaching periods will be contained within a single calendar year from January to December. It will be implemented in a phased approach between January 2023 and January 2023. The existing UniSQ calendar format (semesters) will run parallel to the new design throughout 2023-2024, as programs prepare to move into the new layers. The UniSQ [Handbook](#) will be updated as needed with any changes.

## 12. UniSQ Student Support & Policies

Students will be issued with a student number and will have access to the University [support services](#), Library and to the University IT services including UConnect. Students will be subject to the provisions of the University's statutes and regulations during their enrolment.

Each Head Start application must be signed by parents/guardians thereby giving consent to UniSQ to provide full internet access to the student for the purpose of their studies and educational activities and incidental to such in accordance with UniSQ's ICT policies. UniSQ will not be responsible for the content that may be viewed on the Internet.

By refusing consent or later withdrawing consent by written notice to UniSQ, the student's enrolment or Internet access as applicable will be cancelled by UniSQ, which may impact their study results. Parents/guardians and the nominated school coordinator are eligible to be granted access to information regarding the enrolment of their student/s during the semester.

1 The Toowoomba Christian College Report Card will also be accepted.

2 Check the individual course eligibility on our Head Start Courses Webpage

3 Course fees are based on 2023 prices and are subject to change. See the current fee schedule [here](#).

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## Contact our Head Start Team

**Email:** [headstart@usq.edu.au](mailto:headstart@usq.edu.au)

**Opening hours:** 8.00am - 5.00pm (AEST) Monday to Friday (except public holidays)

**Connect with the UniSQ Team:** [Contact us](#)



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