



## Application form for appeal against languages enrolment determination

Students who wish to appeal against the School Curriculum and Standards Authority's determination must use this form. Students will need to provide additional information with this form to support their application. Upon receipt of this form and the additional information, the School Curriculum and Standards Authority's Appeal Panel will consider the student's enrolment status and make a final determination. Where a student is appealing against a determination in more than one language, a separate application form for appeal must be lodged for each language.

**All sections of this form must be completed.**

**A fee of \$17.00 (GST inclusive) is required to accompany this application. Should permission to enrol be granted following the appeal, the fee will be refunded.**

### Student information

*(To be completed by the applicant)*

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*SCSA Student Identification Number*

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*Legal surname/family name of the applicant*

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*First given name*

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*Second given name*

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*Street address*

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

*Suburb*

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*Telephone number*

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*School*

Course for which an appeal is requested:

Language	Chinese	French	German	Indonesian	Italian	Japanese
<b>Second language</b>						
<b>Background language</b>						
<b>First language</b>		N/A	N/A		N/A	

Please provide details of the additional information and attach relevant documentation.

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*Signature of student*

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*Date*

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*Signature of parent/guardian*

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*Date*

## School Curriculum and Standards Authority – Languages Enrolment Process

### Application for permission to enrol in a language course

1. Schools and students are informed of the enrolment process through published documentation (11to12 Circular, the School Curriculum and Standards Authority website, communication to schools).
2. The student completes the application form to apply for permission to enrol in the language course.
3. The teacher completes the *Teacher endorsement* and the school principal completes the *Principal declaration*. The statutory declarations are signed by the student and the parent/guardian and an authorised witness.
4. The Languages consultants consider the application and make a determination based on the published criteria for enrolment and the information provided by the student.
5. Students are informed in writing, through their schools, of the School Curriculum and Standards Authority's determination.

### Appeal process

6. Students who are not permitted to enrol in their selected language course may apply to appeal the determination, by completing an *Application Form for Appeal Against Languages Enrolment Determination*. A fee of \$17.00 (GST inclusive) per course is required. Additional information **must** be provided with the application. Appeal forms must be received by the School Curriculum and Standards Authority **within three weeks of the date of the** School Curriculum and Standards Authority's **initial determination**. Should permission to enrol be granted following the appeal, the fee will be refunded.
7. The Appeal Panel is convened and a meeting scheduled.
8. A record of the Appeal Panel meeting and determination is prepared for the approval of the Chair of the Panel.
9. Students are informed in writing of the Panel's determination.
10. The Chief Executive Officer of the School Curriculum and Standards Authority is responsible for ensuring procedural fairness.
11. The Principal Consultant - Languages Enrolment is advised of the Panel's determination and ensures that the enrolment status is correctly recorded.

### Address for submission of form

School Curriculum and Standards Authority  
Attention: Administrative Assistant – Languages Enrolment  
PO Box 816  
Cannington WA 6987

Or

Email: [languagesenrolment@scsa.wa.edu.au](mailto:languagesenrolment@scsa.wa.edu.au)



**PAYMENT FORM for APPLICATION FOR APPEAL AGAINST  
LANGUAGES ENROLMENT DETERMINATION**

Student name:		
Payee name (if not student):		
Telephone number:		
Amount payable in Australian Dollars	\$17.00 (GST inclusive)	

**Payment Method**



**Billers Code:** 758003

**Ref:** Please enter SCSA student number

If paying by BPAY please complete the following:

Date of Payment: \_\_\_\_\_

BPAY receipt number: \_\_\_\_\_

Telephone & Internet Banking - BPAY®  
Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: [www.bpay.com.au](http://www.bpay.com.au)

**CREDIT CARD: MasterCard / VISA**

Please use this link to pay by credit card

<https://www.bpoint.com.au/payments/scsa.eforms/60264200635>

**(Please print and attach the receipt generated from this link after payment has been approved.)**

**MAIL:**

Money order in Australian Dollars. The Authority does not accept personal cheques and bank drafts in foreign currency.

**CASH:**

In person, at the Authority's office:

Level 2, 303 Sevenoaks St, Cannington, WA, 6107

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**Please attach this payment form to the *Application for Appeal* and send to:**

School Curriculum and Standards Authority  
Attention: Administrative Assistant – Languages Enrolment  
PO Box 816  
Cannington WA 6987

Or

Email: [languagesenrolment@scsa.wa.edu.au](mailto:languagesenrolment@scsa.wa.edu.au)