



EXPLANATION

This form is to be completed by students and parents or carers of students wishing to enrol in an externally delivered elective (including university subjects, school-based apprenticeships and traineeships and TAFE courses) during their senior schooling years. To enable the application paperwork for your chosen externally delivered elective to be submitted, please complete and return this form to the College's Careers Officer, Mr Glyn Reinbott, via email glyn.reinbott@tccollege.com.au or to Reception for Secondary Sport and Careers. Please contact Mr Reinbott if you have any questions.

GUIDELINES FOR PAYMENT OF FEES AND OTHER RELATED EXPENSES FOR EXTERNALLY DELIVERED ELECTIVES

By signing this form, you are agreeing to abide by the following arrangements. Please contact Mr Glyn Reinbott glyn.reinbott@tccollege.com.au if you would like further clarification for your student's chosen elective.

1. **UNIVERSITY OF SOUTHERN QUEENSLAND HEAD START SUBJECTS**
The first subject is provided tuition-free. Parents are responsible for the purchase of any textbooks required, as well as the cost of any transport required. If a student decides to study a second Head Start subject in a later semester, parents are responsible to pay the tuition cost for the second subject.
2. **OTHER UNIVERSITY SUBJECTS**
Parents are responsible for all associated tuition, equipment and transport fees.
3. **SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS**
Parents and students enter a legal contract with the employer, registered training organisation and the Queensland Government. Parents are responsible for all associated tuition, equipment and transport fees.
4. **TAFE QUEENSLAND SOUTH WEST TAFE AT SCHOOLS COURSES**
Parents are responsible for all associated tuition, equipment and transport fees. TAFE Queensland South West will invoice parents directly upon enrolment.
5. **UNIVERSITY OF QUEENSLAND GATTON VOCATIONAL EDUCATION AND TRAINING**
Parents are responsible for all associated tuition, equipment and transport fees.
6. **BRISBANE SCHOOL OF DISTANCE EDUCATION SUBJECTS**
Parents are responsible for all associated tuition, equipment and transport fees.
7. **AUSTRALIAN MUSIC EXAMINATION BOARD SUBJECT**
Parents are responsible for all associated tuition, equipment and transport fees.
8. **EXTERNALLY DELIVERED ELECTIVES SOURCED BY THE STUDENT OR PARENTS**
Parents are responsible for all associated tuition, equipment and transport fees.

Student's Name	
Name of Proposed Externally Delivered Elective (including code, where relevant)	
Institution/Provider	
Expected Duration	
Proposed School-Based Elective to Withdraw From (If you do not wish to withdraw from an elective, please write n/a.)	
Off TCC Campus Commitments, e.g. School Based Apprenticeship / Traineeship, TAFE etc. Proposed Day of Absence From School	



STUDENT AGREEMENT

1. I understand that it is my responsibility to ensure that all application paperwork is completed and submitted to the relevant provider.
2. I understand that my application does not guarantee me a place in the externally delivered elective. If I am advised that my application has been unsuccessful, and I have proposed that I drop a school-based subject to undertake this elective, I understand that I will need to remain in this subject, or choose another.
3. If I am advised that my application has been successful, I understand that it is my responsibility to ensure that all enrolment paperwork is completed and submitted to the provider, and a copy to Mr Reinbott.
4. I understand that I am required to remain in the externally delivered elective until at least the end of the semester, but preferably for the duration of the course (either one semester, one year, eighteen months, or two years, as indicated in the associated paperwork).
5. I understand that, if my externally delivered elective requires me to attend classes off-campus, it is my responsibility to catch up on any work covered in my classes while I am absent from school.
6. If I do not attend my off-campus class or workday (due to illness or change of work day, for example), I will email Mr Reinbott and Mrs Kliese.
7. I understand that the institution will communicate information, including my results, with me directly regarding this externally delivered elective. If I have questions or I am experiencing difficulties, I will need to speak to the institution. Toowoomba Christian College will not be able answer questions regarding my progress.
8. I understand that if I would like my achievements in this externally delivered elective included in my Year Twelve Certificate, I will need to provide Mr Reinbott with a copy of my certificate or statement of attainment for this elective.
9. I understand that my achievements in this externally delivered elective will not contribute towards my Grade-Point Average.
10. I understand that, if this externally delivered elective has taken the place of a school-based subject, and if my enrolment in the elective concludes before the end of my Senior years, I will need to enrol in another subject, either school-based or externally delivered, for my remaining Senior semesters.
11. I understand that it is my responsibility to communicate with Mr Reinbott all details regarding the start date; the day and times I will be absent from school for work, training, class or lecture purposes; any changes to study/training arrangements; and any other changes that will impact my studies and/or training.
12. I understand that when I am interacting with people outside of Toowoomba Christian College, that I am representing the College, and will do my best to ensure that my attitude, behaviour and work ethic are exemplary.
13. In upholding the dress standard of Toowoomba Christian College, I will comply with the attire requirements of my EDE Provider.

Student's Signature

Date

PARENT/CARER'S AGREEMENT

1. I understand that it is my student's responsibility to ensure that all application paperwork is completed and submitted to the relevant provider.
2. I understand that my student's application does not guarantee them a place in the externally delivered elective. If they are advised that their application has been unsuccessful, and they have proposed that to drop a school-based subject to undertake this elective, I understand that they will need to remain in this subject, or choose another.
3. If my student is advised that their application has been successful, I understand that it is their responsibility to ensure that all enrolment paperwork is completed and submitted to the provider, and a copy to Mr Reinbott.
4. I understand that my student is required to remain in the externally delivered elective until at least the end of the semester, but preferably for the duration of the course (either one semester, one year, eighteen months, or two years, as indicated in the associated paperwork).
5. I understand that, if this externally delivered elective requires my student to attend classes off-campus, it is their responsibility to catch up on any work covered in classes missed while they are absent from school.
6. I will organise any transport that my student requires to attend this externally delivered elective.
7. I understand that the institution will communicate information, including results, with my student directly regarding this externally delivered elective. Toowoomba Christian College will not be able to answer questions regarding my student's progress. I understand that any questions or concerns that I may have will need to be directed to the institution.
8. I understand that my student will need to provide Mr Reinbott with a copy of their certificate or statement of attainment for this externally delivered elective, if they would like their achievements included in their Year Twelve Certificate.
9. I understand that my student's achievements in this externally delivered elective will not contribute towards my student's Grade-Point Average.
10. I am aware of the cost of my student's chosen externally delivered elective. I agree to abide by the Guidelines for Payment of Fees and Other Related Expenses arrangements as outlined on the previous page. I will pay any fees owing in the timeframe requested by the institution, provider or College.
11. I understand that it is my student's responsibility to communicate with Mr Reinbott all details regarding the start date; the day and times they will be absent from school for work, training class or lecture purposes; any changes to study/training arrangements; and any other changes that will impact their school studies and/or training.

Parent or Carer's Signature

Date