

## Policy and Procedure Register updates – Summary of changes to:

### Distance education enrolment and fees procedure

<b>1. Reason for new/updated policy or procedure</b> <i>(select all that apply)</i>		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>The procedure and supporting documents have been updated to reflect changes to school-based student applications for enrolment, the <i>Schedule of fees for the provision of distance education in Queensland</i> and a minor change to a reference to flexible arrangements for non-state school-based students.</p>		
<b>2. Summary of changes</b>		
<ul style="list-style-type: none"> <li>The existing supporting document <a href="#">School of distance education (SDE) application for student enrolment form (school-based students)</a> has been decommissioned and replaced with two forms: <ul style="list-style-type: none"> <li><i>School of distance education (SDE) application for student enrolment form (state school-based students)</i> – to be used by state schools only</li> <li><i>School of distance education (SDE) application for student enrolment form (non-school-based students)</i> – to be used by non-state schools only</li> </ul> </li> <li>The supporting document <a href="#">Schedule of fees for the provision of distance education in Queensland</a> has been decommissioned and replaced with a link in the procedure to the <a href="#">Fees prescribed in education legislation</a> webpage.</li> <li>A reference to flexible arrangements for non-state school-based students in the procedure has been updated to include a link to section <a href="#">182</a> of the <a href="#">Education (General Provisions) Act 2006 (Qld)</a>.</li> <li>Links have been updated in the <i>Fee reference table – distance education</i>, the <i>Flowchart – Process for state school-based students</i> and the <i>Flowchart – Process for non-state school-based students</i>.</li> </ul>		
<b>3. Impacts to roles and responsibilities</b>		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input type="checkbox"/> Revised responsibilities <input type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
<b>Position title</b>	<b>Summary of change</b>	<b>Page #</b>
[Type here]	[Type here]	[Type here]
<b>4. Communication and support for implementation</b>		
<p>Information about the updates to the procedure and supporting documents will be communicated to the SDE principals directly by email.</p>		
<b>For further assistance, please contact:</b>		
<ul style="list-style-type: none"> <li>Policy/procedure contact: <p>For further information, please contact the <a href="#">relevant school of distance education</a> or the <a href="#">relevant regional contact</a>.</p> </li> </ul>		