

Policy and Procedure Register updates – Summary of changes to:

Distance education enrolment fees procedure

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|---|--|--------------------------------|
| 1. Reason for new/updated policy or procedure <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 checked="" type="checkbox"/> Due for review | <input type="checkbox"/> Other |
| <p>The procedure has been updated to improve consistency in practices across Queensland's 7 schools of distance education (SDEs) as identified in the Internal Audit Report, <i>Governance over Schools of Distance Education</i>, dated 12 November 2020.</p> <p>Details about enrolment processes, including those specific to SDEs, have been added to the procedure that has previously only focussed on distance education fees.</p> | | |
| 2. Summary of changes | | |
| <p>Detailed guidance has been added about the responsibilities and processes linked to SDE enrolments (and the procedure's name has changed to become the <i>Distance education enrolment and fees procedure</i>).</p> <p>The audience has been expanded to include non-state schools as they seek to enrol their students into SDEs and have responsibilities that they need to fulfil and processes they should be aware of.</p> <p>Explicit reference has been made (in the Overview) about the enrolment entitlement of prospective students with a residential address outside of Queensland.</p> <p>Clarification has been provided that:</p> <ul style="list-style-type: none"> an education service (e.g. access to learning materials/lessons) is to be provided to a student as soon as practicable after an enrolment has been accepted by the principal, regardless of whether a decision has been made about an application for fee exemption / waiver / payment plan; and a student's enrolment may only be ended if certain circumstances are met, including if fees are not paid. <p>Additional process information on corporate data reporting and fee recoupment has been included to ensure:</p> <ul style="list-style-type: none"> the link to the school staffing allocation process is recognised; and the full fee process is captured. <p>Expansion of the Definitions (for clarity).</p> <p>New supporting documents:</p> <ul style="list-style-type: none"> a school-based application for enrolment form; a specific enrolment agreement template for SDEs; a fee reference table – showing the circumstances where fee exemptions/waivers may apply, and the possible supporting evidence that help to demonstrate eligibility; a fee schedule – showing the applicable fees in dollar amounts; a human rights impact assessment: decision-making exemplar; and a flowchart for school-based students and a flowchart for the refund process. | | |

| 3. Impacts to roles and responsibilities | | |
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| Does the new/updated content change staff roles/responsibilities <i>in any way</i> ? | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>If yes, select the type of change: (select all that apply)</i> | | |
| <input checked="" type="checkbox"/> Revised responsibilities <input type="checkbox"/> New/additional responsibilities <input checked="" type="checkbox"/> Removed responsibilities | | |
| Position title | Summary of change | Page # |
| SDE principal | Clarification that the principal is to: <ul style="list-style-type: none"> • make enrolment decisions; • communicate to applicants that failure to pay the fee may result in enrolment cancellation; • communicate with base school principals regarding students enrolled in a component of distance education; • provide student enrolment data for allocation of school staffing; and • report annual fees requiring recoupment by Central Office. | Page 2–3 |
| Assistant Director-General (ADG) | Removal of references to ADG, State Schools. | |
| Regional Director (RD) | Clarification of RD responsibilities regarding the review of an SDE principal's decision to not grant a refund. | 3 |
| Central Office | Explicit reference made to the responsibility of Central Office staff to recoup fees collected by SDEs. | 3 |
| 4. Communication and support for implementation | | |
| Routine internal communication channels – OneSchool Homepage, OnePortal Bulletin Board, DoE News, direct email to SDE principals. | | |
| For further assistance, please contact: | | |
| <ul style="list-style-type: none"> • The relevant school of distance education or the relevant regional contact. | | |