**ASE - 1: Application for additional one or two semesters of state education**

Section 66 of the *Education (General Provisions) Act 2006* empowers the principal of a state school to grant a student up to two additional semesters of state education beyond the basic allocation of 26 semesters.

This form is to be completed and signed by the student who is applying for an additional one or two semesters of state education. Documentary evidence supporting the application should be attached and the completed form with the attachments should be submitted to the **principal of the school** in which the student is currently enrolled.

**Note**: The form may be completed by the student’s parent on their behalf, or the student may be assisted to fill in the form, but where the student applicant is capable, the form must be signed by the student applicant before submission.

When considering requests for additional semesters, the principal will consider all relevant matters, including, for example:

* whether the student is of compulsory school age
* the likely educational outcome of the student attending the school for the additional semester or semesters
* the likely impact on the resources of the state school where the student will attend school for an additional semester or semesters.

Attachments can be included to further explain the reason/s for the application and/or provide documentary evidence to assist the principal’s decision making.

Written notification of the decision regarding this application will be forwarded to the applicant.

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| **ASE-1: Application for additional one or two semesters of state education**  To be completed by the student (or the parent on the student’s behalf, if appropriate). Must be signed by the student applicant before submission[[1]](#footnote-1). | | | | |
| **Privacy Statement**  The Department of Education is collecting the information on this form to determine if the student is entitled to additional semesters of state education. This collection is authorised by s.66 of the *Education (General Provisions) Act 2006*. The information will be kept in a secure location and will only be accessed by authorised departmental personnel. The information will not be given to any other person or external body unless consent has been provided or the department is permitted or required by law to use or disclose such information. If you have any concerns about the handling of your personal information, please contact the school principal in the first instance. | | | | |
| Name of student in full |  | | Date of birth |  |
| Year level |  |
| Name of parent |  | | | |
| Address |  | | | |
| Telephone number |  | Mobile number |  | |
| Additional semesters sought | 1 semester commencing       <*Insert date>*  OR  2 semesters commencing       *<Insert date>* | | | |
| School the student will attend |  | | | |
| Reasons for seeking additional semester/s  (Information relating to this section can be added as an attachment) |  | | | |
| Attachment/s (please list): |  | | | |
| Signature of student    Signature of parent (if applicable) Date | | | | |

1. The form may be completed by the student’s parent on their behalf, or the student may be assisted to fill in the form, but where the student applicant is capable, the form must be signed by the student applicant before submission. [↑](#footnote-ref-1)