**ASE - 2: Application for additional semesters of state education (beyond two additional semesters)**

Section 72 of the *Education (General Provisions) Act 2006* empowers the chief executive (or delegated officers) to grant a student up to four additional semesters of state education beyond the additional two semesters granted by a principal above a student’s basic or remaining allocation.

This form is to be completed and signed by the student who is applying for additional semesters in circumstances where the school principal has already granted two additional semesters of state education for the student and the student is seeking approval for additional semesters of state education.

**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 of state schooling, all relevant matters are considered, including, for example:

* whether the student is of compulsory school age
* the likely educational outcome of the student attending the state 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.

Documentary evidence supporting the application is to be attached and the completed form with the attachments should be submitted to the **regional director (or other delegate of the director-general)** of the region of the school in which the student is enrolled.

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

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| **ASE-2: Application for additional semester/s of state education (beyond two semesters)**  To be completed by the student (or parent on the student’s behalf, if appropriate). Must be signed by 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.72 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 |  | |
| Details of semester/s already granted | School attended |  | | | |
| Dates of additional semester/s already granted (where applicable) | First additional semester:  Second additional semester:  Third additional semester:  Fourth additional semester: | | | |
| Additional semester/s sought | 3rd additional semester commencing      <*Insert date>*  4th additional semester commencing      *<Insert date>*  5th additional semester commencing      *<Insert date>*  6th additional semester 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)