2024 CIT Solutions Senior Secondary Studies (SSS)

Student Enrolment Form

**For new students applying for Board of Senior Secondary Studies (BSSS) Language at CIT Solutions, please read the instructions carefully and complete two forms:**

* **BSSS Language Eligibility Form**
* **CIT Solutions Senior Secondary Studies (SSS) Student Enrolment Form’.**

## BSSS Language Eligibility Form Instructions:

## Step 1: Complete the BSSS Language Eligibility Form. You can type in *most parts of this form on your computer*.

## Section 1 to 3: Fill out all the information that you can and then print the form.

## Section 4: This part is important and needs to be signed by an authorised person at your school, like a full-time or part-time teacher. They'll be your witness.

## Section 5: Your school's Language Faculty needs to complete this part.

## Step 2: After signing, scan the form with all signatures and save it with your name, like "BSSS\_Language\_Eligibility\_Form\_John\_Smith."

## Step 3: Email this form along with the CIT Solutions Senior Secondary Studies (SSS) Student Enrolment Form.

## CIT Solutions SSS Student Enrolment Form Instructions:

## Step 1: Complete the CIT Solutions Senior Secondary Studies (SSS) Student Enrolment Form on your computer.

## Section 1 to 7: Fill out these sections with your information and your parent's or guardian's information.

## Section 8: This part should be completed and signed by school staff.

## Section 9: For school-sponsored enrolment, your school signs this. For family-sponsored enrolment, your guardian or caregiver signs it.

## Section 10: This needs to be filled and signed by your parent, caregiver, or you if you're independent.

## Step 2: Read Attachment A - CIT\_Solutions\_Senior\_Secondary\_Studies\_Program\_Information and Attachment B - \_ACT Government\_Cyber-Security-Policy

## Step 3: Complete and save a copy of your pre-filled form electronically, include your name in the file name, like "CIT\_Solutions\_SSS\_Student\_Enrolment\_Form\_John\_Smith".

**Step 4: Print a copy of the pre-filled electronic form and obtain *all the required signatures,* scan the signed version** as “Scanned version\_with\_Signature\_CIT\_Solutions\_SSS\_Student\_Enrolment\_Form\_John\_Smith".

## Step 5: Email electronic copies of the two completed forms above to [CitsolLanguages@cit.edu.au](mailto:CitsolLanguages@cit.edu.au). No handwritten copies except for signatures will be accepted.

## 1 - Student Personal Details

Surname:

Given names:

Preferred Name:  (if different to given name)

Date of birth:

Gender: Male  Female  Non-binary

Is the student of Aboriginal or Torres Strait Islander origin? (If both Aboriginal and Torres Strait Islander origin, tick both ‘Yes’ boxes.)

No  Yes, Aboriginal  Yes, Torres Strait Islander

In which country was the student born? Australia  Other – please specify:

If other, on what date did the student arrive in Australia?

Language spoken at home:

Name of day school/college **in 2023**:

Name of day school/college **in 2024**:

Year level at day school/college **in 2024**:

BSSS student ID if known:

Student’s Email Address:

Student’s Mobile Phone:

Is the student an international student? Yes  No

If yes, endorsement must be provided by the relevant agency, such as the International Education Unit for students at ACT public schools, (see Section 8).

Has the student discussed this enrolment with the CIT Solutions Centre for Modern Languages? Yes  No

If no, please contact the CIT Solutions Centre for Modern Languages.

Has the student discussed this enrolment with the student’s day school/college? Yes  No

If no, the student needs the day school’s/college’s endorsement (see Section 8).

Is the language and level for which the student is enrolling available at the student’s day school/college? Yes  No

If yes, a letter of approval signed by the student’s day school/college delegate must accompany this form.

Does the student have a sibling studying at the CIT Solutions Centre for Modern Languages? Yes  No

Name of sibling: Language studied by sibling: .

## Section 2 - Parent 1/Guardian 1 (in Australia) (Enrolling Parent/Guardian)

Mr/Mrs/Ms/Mx/Other: .

Family Name: .

Given Name(s): .

Relationship to student: .

Work Phone Number: .

Mobile Phone: .

Email address: .

## Parent 2/Guardian 2 (in Australia)

Mr/Mrs/Ms/Mx/Other: .

Family Name: .

Given Name(s): .

Relationship to student: .

Work Phone Number: .

Mobile Phone: .

Email address: .

Contact mobile number for Absence: .

## Section 3 - Addresses

Mailing Address (of Parent/Guardian with whom student lives)

Title and Name: Phone Number: .

Address line 1: Address line 2: .

Suburb/Town: Postcode:

Residential Address (if different from above)

Title and Name: Phone Number: .

Address line 1: Address line 2: .

Suburb/Town: Postcode:

Billing Name, Contact Number and Email Address (if different from above;– see Section 9)

Title and Name: School name (if applicable): .

Phone Number: . Email address: .

## Section 4 - Emergency Contact if Parent or Guardian cannot be contacted

Name: Mobile phone: .

Relationship to student: Email address: .

## Section 5 – Student Safety and Wellbeing

Are there any relevant court orders governing access or safety provisions for this student? Yes  No

If yes, please attach a copy of the order.

Does the student have a diagnosed medical condition which we should be aware of? Yes  No

If yes, please specify:

If there is a Medical Plan, please attach a copy.

Does the student have a diagnosed difficulty affecting access to learning or participation in educational programs which we should be aware of? Yes  No

If yes, please specify:

If there is a personalised plan in place, please attach a copy.

## Section 6 - Course Details

Complete each section and tick as appropriate.

Language in which you are enrolling:

Year Level: Year 11  Year 12

Course Level:[[1]](#footnote-1) (select one) Beginning  Continuing  Advanced

Course Type: A  or T  [*Note: Only T courses generate course scores that may contribute to the ATAR*.]

Eligibility form submitted with Enrolment form: Yes  No

If No, please return the eligibility form to the CML as soon as possible to enable class placement.

## Section 7 - Previous Language Studies

Has the student studied this language previously? Yes  No

If yes, please indicate where:

CIT Solutions Centre for Modern Languages  Canberra Academy of Languages

Community Language School  (specify)

Mainstream School  (specify)

Overseas  (specify)

Other  (specify)

In which year(s)? Highest Year Level studied:

## 

## Section 8 -Endorsement of Student’s Day School/College

Student name:

The delegate, on behalf of the school/college, endorses the enrolment of this student in the CIT Solutions Centre for Modern Languages for the language and level indicated. For international students, endorsement must be provided by the school’s IPS Coordinator, and the International Education Unit should be informed by the student’s day school/college.

Delegate Name: Signature:

College/School: Position:

Date:  **/ /20**

## Section 9 – Enrolment Fees Declaration

## Please complete EITHER Column A OR B

|  |  |
| --- | --- |
| Column A – College/School Declaration Please complete Column A for a college/school-sponsored enrolment. | Column B – Parent/Caregiver Declaration Please complete Column B for a family-sponsored enrolment. |
| **Invoicing Schedule** | **Invoicing Schedule** |
| **School** invoiced at the start of each semester. | **Student/parent** invoiced at the start of each semester. |
| **College/School Declaration** | **Parent/Caregiver Declaration** |
| To be completed by the principal (or delegate) of the student’s day college/school.  Will this student be studying the language as part of the student’s subject load (does the student has a free line at college)? Yes  No  I agree that my college/school is responsible for the payment of semester fees as scheduled by the CML and that these fees are recoverable as a debt to CIT Solutions Pty Ltd in the event of non-payment.  Name:  Position:  School:  Signature:  Date:  **/ /20** | To be completed by: (please tick one only)  the parent/caregiver if the student is under 18  the student if they are under the age of 18 and living independently  the student if they are over the age of 18  I/we agree to pay the semester fees as scheduled by the CML, and that these fees are recoverable as a debt to CIT Solutions Pty Ltd in the event of non-payment.  Name:  Signature:  Date:  **/ /20**  Name:  Signature:  Date:  **/ /20** |

## Section 10 –Agreements and Consents

**Name of student:**

**Name of parent/caregiver**: *(Not applicable for students living independently)*

### Medical treatment

I authorise the CIT Solutions Centre for Modern Languages to seek necessary medical attention for my daughter/son and agree to pay associated costs. Yes  No

### Excursions

I give permission for my son/daughter to attend CIT Solutions Centre for Modern Languages excursions within the Canberra region. Yes  No

### Guidelines for Cyber-safety and Use of ICT

I have read and agreed to the ACT Government Cyber Security Policy and Use of Information and Communication Technologies[[2]](#footnote-2). Yes  No

### Permission to use online learning resources

I grant permission for my daughter/son to use software apps and learning management systems such as Moodle, Google Workspace, Microsoft Office 365, ClickView, and subject-specific resource environments such as Espace Virtuel (Hachette).

Yes  No

### Permission to host or publish image, video, voice, and/or creative work of students

Students may publish their work and collaborate on websites (e.g. as outlined above). I grant permission for my daughter/son to participate in this way.

Yes  No

The CIT Solutions Centre for Modern Languages (CML) develops teaching, learning and promotional materials and publishes them in print and digitally (e.g. as outlined above). I grant permission for CML to publish or host photographs, video or audio recordings of, or work by my son/daughter.

Yes  No

*Any material placed on publicly accessible websites under a Creative Commons Attribution Non-Commercial (CC-BY-NC) licence will be available to download and use. This licence is perpetual (forever), irrevocable, free, worldwide, non-exclusive and allows for the replication, distribution, display, performance, and remixing of copyrighted work for non-commercial purposes, provided that the author is credited.*

**I have read and understood the Enrolment Terms and Conditions on Page 7 and Program information contained in Attachment A provided by CIT Solutions.**

Please sign to confirm the above declaration (parent/caregiver/independent student):

Date:  **/ /20**

## Office Use Only

*CIT Solutions Pty Ltd (ABN 250 086 458 23) Centre for Modern Languages*

|  |  |  |
| --- | --- | --- |
| Application received: |  | Date: / /20 |
| Application complete: |  | Yes  No |
| If no, list items to follow up: |  |  |
| Enrolment confirmed: |  | Date: / /20 |
| Data entered: |  | Date: / /20 |

**ENROLMENT TERMS AND CONDITIONS**

**Enrolment in a Senior Secondary Studies in Foreign Languages (CIT Solutions)**

* You are required to complete a CIT Solutions Enrolment Form.
* By submitting a CIT Solutions Enrolment Form you agree to pay the course fees.
* Places in the foreign language training for Senior secondary Studies will be allocated in order of receipt of a complete enrolment form.
* Courses will only run if sufficient enrolment numbers are reached.
* CIT Solutions is unable to transfer your enrolment into another course unless under exceptional circumstances. This re enrolment would attract an administration fee of $250.00.

**Cancellations/withdrawals and refunds**

* You must notify CIT Solutions by emailing [CITSOLanguages@cit.edu.au](mailto:CITSOLanguages@cit.edu.au) if you wish to cancel your enrolment or withdraw from a course (time limits apply).
* If you cancel/withdraw your enrolment 10 or more working days prior to the course commencement date\*, you will be refunded the full course fee.
* If you cancel/withdraw your enrolment less than 10 days prior to the course commencement date\* you will incur a charge of 50% of the full course fee.
* If you withdraw from a course once it has commenced you are liable for all course fees (as agreed upon enrolment).
* No refunds are available once a course commencement date has occurred.\*

|  |  |
| --- | --- |
|  | Course Commencement Dates\* |
| Semester 1, 2024 | 5 February 2024 |
| Semester 2, 2024 | 22 July 2024 |

\*Course commencement date as provided above.

*Consideration will be given to this refund policy under exceptional circumstances. If you consider that you have such a claim, you will be required to apply for a refund in writing and provide relevant documentary evidence to substantiate your claim.*

1. **Refer to BSSS Language Eligibility Form: Enrolment Criteria for ‘Beginning’, ‘Intermediate’ and ‘Advanced’ level.**  [↑](#footnote-ref-1)
2. Please refer to Attachment B. [↑](#footnote-ref-2)