



School Curriculum and Standards Authority Eligibility Process

Application for eligibility to enrol in the course

1. Schools and students are informed of the criteria for determining English as an Additional Language or Dialect (EAL/D) eligibility and of the due dates of submission of applications through published documentation (*11to12 Circular, Data Procedures Manual, Information sheet and Application for eligibility for English as an Additional Language or Dialect form*, available on the EAL/D course page of the Authority's website).
2. The student completes and submits through their school the EAL/D eligibility application form for permission from the Authority to enrol in the course and to sit the examinations as a Year 12 student.
3. The teacher and school principal complete the teacher and the principal's declarations section of the application. They recommend the student as 'eligible' or 'not eligible' and forward all applications.
4. Authority officers consider the application and make a determination based on the published criteria and the evidence provided by the student, taking into consideration the recommendations of the English language/dialect teacher/school representative and of the principal.
5. Students are informed, through their schools, of the Authority's determination.

Review process

6. Students deemed not eligible for EAL/D in Year 12 may request a review of their application by contacting the relevant Authority officer. Further supporting evidence must be provided to support a review and the Authority can be contacted for details about the specific type/s of evidence required. Examples of evidence are:
 - a) a letter from a school(s) previously attended and signed by the school administration, which outlines the school's main medium of delivery, the percentage of instruction in English at the school and whether that English is a standard form of English
 - b) official documents clarifying the medium of delivery at the school, including additional school reports, curriculum documents or past assessment papers
7. The Authority Review Panel reviews the student application and considers the additional evidence. The panel is responsible for ensuring reconsideration of eligibility status and the implementation of procedural fairness.
8. Students are informed, through their schools, of the Authority's determination.

Appeal process

9. Students deemed not eligible after the review process may apply to appeal the decision, by submitting an *Application for Appeal against English as an Additional Language or Dialect Language Eligibility Decision* form. A fee of \$17.00 (inclusive of GST) is required. Additional evidence must be provided with the application. Appeal forms must be received by the Authority **at least one week prior to the convening of the Appeal Panel. This will normally occur in the last week of March and the first week of December; however please contact the Authority for the specific due date of appeal applications, as this will change each year. Late appeals will not be processed.** Should eligibility be granted following the appeal, the fee is refunded.
10. A record of the Appeal Panel's decision is prepared for the approval of the Chair of the panel. Students are informed in writing of the Appeal Panel's determination.
11. The Chief Executive Officer of the School Curriculum and Standards Authority is responsible for ensuring procedural fairness.
12. The relevant Authority officer is advised of the Appeal Panel's decision and ensures that the eligibility status is correctly recorded.



PAYMENT FORM for APPLICATION FOR APPEAL AGAINST ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT ELIGIBILITY DECISION

| | |
|---------------------------------------|--------------------------|
| Student name: | |
| Payee name (if not student): | |
| Telephone number: | |
| Amount payable (in Australian Dollar) | \$ 17.00 (GST inclusive) |

Payment Method



Billers Code: 758003

Ref: Please enter SCSA student number

If paying by BPAY please complete the following:

Date of Payment: _____

BPAY receipt number: _____

Telephone & Internet Banking - BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: www.bpay.com.au

CREDIT CARD: MasterCard / VISA

Please use this link to pay by credit card

<https://www.bpoint.com.au/payments/scsa.eforms/60263135620>

(Please print and attach the receipt generated from this link after payment has been approved.)

MAIL: Money order in Australian Dollars. The Authority does not accept personal cheques and bank drafts in foreign currency.

CASH: In person, at the Authority's office: Level 2, 303 Sevenoaks St, Cannington WA 6107

Please attach this payment form to the *Application for Appeal* and send to:

School Curriculum and Standards Authority
Attention: Administrative Assistant – English as an Additional Language or Dialect
PO Box 816 CANNINGTON WA 6987

OR

Email: anne.henderson@scsa.wa.edu.au