Eligibility Determination – Heritage Language Courses
(in Chinese, Indonesian, Japanese and Korean)

Information and Application Form

In order to enter a Stage 6 Heritage language course, a student must be determined eligible. The student should apply to their school principal for an eligibility determination, if possible during Term 3 of Year 10.

A student applying for an eligibility determination must:

- complete all sections of the Heritage Language Course – Application for Eligibility Determination (including the Statutory Declaration)
- provide relevant additional documentation if required by their principal
- provide relevant additional documentation that the student wishes to include.

False, inaccurate or incomplete information could place at risk a student’s eligibility for the Higher School Certificate.

Eligibility criterion

The eligibility criterion for Heritage language courses is as follows.

- The student has had no formal education* in a school where the language is the medium of instruction beyond the year in which the student turns 10 years of age (typically Year 4 or 5 of primary education).

* Formal education is ‘education that is institutionalised, intentional and planned through public organisations and recognised private bodies and – in their totality – constitute the formal education system of a country’ (UNESCO – International Standard Classification of Education, 2011).

Note: For the purpose of determining eligibility:

- a speaker of a dialect or a variant of a language is considered to be a speaker of the standard language
- a speaker of Indonesian or Malay is considered to be a speaker of both languages.

Determining eligibility

Eligibility to undertake a Heritage language course is determined by the principal of the school delivering the course. This may be the student’s home school, the Saturday School of Community Languages, the Open High School, a Distance Education Centre or TAFE. For a student who intends to study the course with an approved outside tutor, eligibility is determined by the principal of the student’s home school.
To be deemed eligible for a course, a student must meet all of the eligibility criteria for that course at the time of entry to the course.

The principal’s eligibility determination should, where possible, be provided to the student in writing at least 10 school weeks prior to the commencement of delivery of the course.

Principal review and appeal to BOSTES

If the student believes that the principal’s determination has not been made in accordance with the course eligibility criteria, they may seek a review of the determination from the principal. If, following the principal’s review, the student remains ineligible to undertake the Heritage language course, the student may appeal to BOSTES. Principals should inform students of the review and appeal procedures and provide students with the relevant forms on request.

Any request for a review of the determination by the principal must be submitted to the principal within one week of the student’s receipt of the eligibility determination. The request must be submitted on the Application for Review of Eligibility Determination form, and may include relevant documentation not included in the original application. The principal/school review panel will review the determination and advise the student in writing of the outcome of the school review.

If the student wishes to appeal to BOSTES against the principal’s determination, the appeal must be submitted by the school to BOSTES within one week of the student’s receipt of the school review determination. The appeal must include:

1. a completed Heritage Language Course – Application for Eligibility Determination (including the Statutory Declaration)
2. a completed Application for Review of Eligibility Determination form
3. a completed Appeal to BOSTES against Principal’s Eligibility Determination form
4. any documentation submitted to the principal as part of the student’s application for eligibility determination or review.

Appeals should be forwarded to:

Student Support Services
BOSTES
GPO Box 5300
Sydney NSW 2001

BOSTES will notify the principal and the student of its decision in writing.
### Heritage Language Course

**Application for Eligibility Determination**

**PART A: TO BE COMPLETED BY THE STUDENT**

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<thead>
<tr>
<th>Applicant details:</th>
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| Language:                   |

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Section 1: Formal education

*Formal education is ‘education that is institutionalised, intentional and planned through public organizations and recognised private bodies and – in their totality – constitute the formal education system of a country’ (UNESCO – International Standard Classification of Education, 2011).

Please write the required information in the table below. FILL IN ALL BLANKS. If you did not attend school in any of these years, please write ‘none’ in the relevant space.

<table>
<thead>
<tr>
<th>School year</th>
<th>Calendar year</th>
<th>Name of school attended</th>
<th>Country in which school was attended</th>
<th>Languages learned (other than English)</th>
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Further information related to formal education (if applicable):

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Section 2: Additional documentation provided by student

The student may choose, or be asked, to provide additional documentation to support their application. Such documentation may include copies of school reports from previous schools, passports/visas or evidence of residency in Australia and/or overseas.

Please list any additional documentation submitted with this application.

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Section 3: Student declaration

Please complete the Statutory Declaration, which must be signed by the student and an appropriately qualified person. The following persons may witness a statutory declaration in New South Wales:

- a justice of the peace
- a notary public
- a solicitor or barrister with a current New South Wales or interstate practising certificate
- a commissioner of the court for taking affidavits
- a person by law authorised to administer an oath.

It is an offence under the Oaths Act 1900 to make a false statutory declaration. If you are unsure of the answers to any of the questions you have given above, seek advice from your principal before you sign the declaration.

Statutory Declaration

OATHS ACT 1900, NSW, EIGHTH SCHEDULE

I, ............................................................................. , do solemnly and sincerely declare that [name of declarant] all information given on this form is complete and correct, and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1900.

Declared at: .................................................... on ........................................................................ [place] [date] [signature of declarant]

in the presence of an authorised witness, who states:

I, ...................................................................... , a ....................................................................... , [name of authorised witness] [qualification of authorised witness] certify the following matters concerning the making of this statutory declaration by the person who made it: [* please cross out any text that does not apply]

1. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and

2. *I have known the person for at least 12 months OR *I have confirmed the person’s identity using an identification document and the document I relied on was ........................................................... [describe identification document relied on]

[signature of authorised witness] [date]
PART B: TO BE COMPLETED BY THE SCHOOL

Section 4: Statement by student’s home school

The language course for which ___________________________ is applying will be delivered by:

(student’s name)

(Please tick)

☐ the student’s home school

☐ TAFE

☐ the Saturday School of Community Languages

☐ the Open High School

☐ a Distance Education Centre at _____________________________

☐ another high school, namely _____________________________

☐ an approved outside tutor

The following additional information is provided for the consideration of the principal making the eligibility determination. Such additional information can be drawn from school enrolment forms, school interviews or school assessment. Where possible a teacher’s assessment should be included.

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Teacher’s Name: __________________________________________________________

Teacher’s Signature: ___________________________ Date: ____/____/____

Principal’s Name: __________________________________________________________

Principal’s Signature: ___________________________ Date: ____/____/____
Section 5: Statement by school delivering the course (if different from home school)

Additional comments/information where the school delivering the course is not the student’s home school.

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Teacher’s Name: ___________________________________________________________
Teacher’s Signature: ___________________________________ Date: ____/____/____

Section 6: Eligibility determination

The eligibility determination is to be made by the school delivering the course for which the student is seeking an eligibility determination. This may be the student’s home school, the Saturday School of Community Languages, the Open High School, a Distance Education Centre or TAFE. In the case of a student who intends to study the course with an approved outside tutor, this section is to be completed by the student’s home school.

___________________________ is □ eligible □ ineligible to commence the
         (student’s name)                  (calendar year)

___________________________ course in ____________.
         (name of course)                  (calendar year)

School/Institute: ___________________________________________________________

Principal’s Name: ___________________________________________________________
Principal’s Signature: ___________________________________ Date: ____/____/____
Heritage Language Course

Application for Review of Eligibility Determination

This form need only be completed if the student believes that the principal's determination has not been made in accordance with the course eligibility criteria, and the student is seeking a review of the determination by the principal.

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Section 1: Student statement
Please provide an additional statement in support of your application for a review of your eligibility determination.

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Section 2: Additional documentation (optional)
If you wish to provide any additional documentation in support of your application for a review of your eligibility determination, please list the additional documents in the space below.

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Student’s Name: ___________________________________________________________

Student’s Signature: ___________________________________ Date: ____/____/____
PART B: TO BE COMPLETED BY THE PRINCIPAL

Section 3: Principal’s review and determination

In reviewing the determination of a student’s eligibility to enter a Stage 6 Language course, the principal is required to consider:

- the student’s original Application for Eligibility Determination
- any additional documentation submitted with the original application
- the additional statement made and any documentation that the student may have provided with the student’s Application for Review of Eligibility Determination.

Determination:

___________________________ is □ eligible □ ineligible to commence the
(student’s name)

□ eligible □ ineligible

date

course in ____________.
(name of course) (calendar year)

School/Institute: ___________________________________________________________

Principal’s Name: ___________________________________________________________

Principal’s Signature: ___________________________ Date: ___ / ___ / ____
Heritage Language Course

Appeal to BOSTES against Principal’s Eligibility Determination

This form need only be completed if the student wishes to appeal to BOSTES against the principal's determination.

PART A: TO BE COMPLETED BY THE STUDENT

I ______________________________________ (student name) (student number)
wish to appeal to BOSTES against the principal's determination that I am ineligible to undertake the _______________________________________ Heritage language course. (language)

Student’s Signature: _____________________________ Date: ____/____/____

PART B: TO BE COMPLETED BY THE PRINCIPAL

I acknowledge the student’s appeal to BOSTES against the determination I made that the student is ineligible to undertake the above Heritage language course. I will send all the relevant documentation that was considered in making the determination.

Principal’s Name: _____________________________

Principal’s Signature: _____________________________ Date: ____/____/____