

# Distance Education Policy

## Policy Development and Management

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## **Rationale**

Depending on student numbers and availability of staff in the Senior School at Northside Christian College, some VCE courses will be offered by arrangement through Distance Education.

This Policy outlines the fees and charges, and eligibility criteria for service fee waivers, applying to Senior School students at Northside Christian College studying VCE distance education courses through the Distance Education Centre Victoria (DECV).

## **Definitions**

### *Distance Education*

Distance education or distance learning is a mode of delivering education and instruction, often on an individual basis, to students who are not physically present in a traditional setting such as a classroom. Distance education at Northside Christian College is available to students through enrolment with the Distance Education Centre Victoria.

### *The Distance Education Centre of Victoria (DECV)*

The Distance Education Centre Victoria (DECV) is a Victorian Government F-12 School located in Thornbury, Victoria. The DECV are the leading provider of primary and secondary distance education for Victorian students. The DECV courses are designed to match courses in regular school settings. The DECV offers a full range of subjects, with the exception of languages, which are offered by the Victorian School of Languages (VSL).

## **Overview**

A student may be eligible for a waiver (full or partial) from payment of the distance education service fee while studying VCE studies at Northside Christian College.

Northside Christian College students may be exempt from paying the service fee for a distance education program on the following grounds:

- An advertised VCE class at Northside Christian College was not offered due to low enrolment numbers. In this case, students are eligible for a full waiver of distance education fees.
- The student can demonstrate that the desired distance education course is required in order for them to gain entrance into a desired post-school training program. i.e. university, TAFE, etc.
- In certain circumstances, namely financial hardship, or in exceptional circumstances, a student may apply to the Principal for a waiver of the distance education enrolment fee for a course not currently being offered at the College.

Waiver / refund applications are assessed on a case-by-case basis.

If a student withdraws from a Distance Education course after Week 2, they will incur the full expense of this course if the fees are not refunded by DECV.

Students are required to pay the materials charge for any Distance Education course they enroll in via the DECV.

In 2017, non Government schools from which students enrol in the DECV will be required to pay a service fee of \$650 for each subject (\$325 per unit) being undertaken by each student through DECV. In addition, the student is also required to pay a materials charge of \$160 per subject (\$80 per unit), with a total cost for students being \$810 per subject.

The service fee and materials charge is payable with the return of the enrolment form. Cheques should be made payable to the "Distance Education Centre Victoria". Credit card facilities are also available on the application form.

## **Responsibilities**

### *Parents*

Parents are responsible for providing all relevant information and payment for enrolling students in Distance Education courses. Payment is required at the time of registration for the course.

### *Principal and VCE Learning Coordinator*

The Principal and VCE Learning Coordinator who oversee students from Northside Christian College who undertake subjects through a Distance Education Centre Victoria are responsible for completing and submitting all relevant information and providing a suitable learning environment, resources and support for students.

The Principal must also ensure:

- The applications are complete and all the required declarations signed.
- A school supervisor is nominated for the student.
- Each enrolment application is fully completed and signed otherwise the forms will be returned.
- Payment is organised by the College or the parent/guardian.

### *Students*

Students are responsible for undertaking course counselling with the VCE Learning Coordinator prior to enrolling in a distance education course in order to consider all available options for the student, including Video Conference and similar courses offered by the College.

Students enrolling as a distance education student must themselves be well organised and self motivated. Although the completion of work units and the distribution of materials is supervised by the school, and staff are willing to assist students as and when necessary, it is the student's responsibility to complete the work - the student is being taught by the DECV and not by Northside Christian College.

## **Enrolment Procedures**

It is preferable that enrolments be made as early as possible, at the start of each year or semester (i.e. during Week 1 or earlier). This is particularly so for VCE

studies as there is limited time for completion of work requirements. Late applications may be rejected by Distance Education Centre Victoria and disadvantage students, especially at VCE level.

Closing dates for 2017 applications are:

Semester 1: VCE Units 1, 2, 3 & 4, 15th February 2017

Semester 2: VCE Unit 2 only, 28<sup>th</sup> June 2017

### **Additional Information**

Additional information and support are available at the Distance Education Centre Victoria. If you have any concerns, please contact the enrolments unit for counselling and guidance. The enrolment office operates between 9:00am and 4:00 pm Monday to Friday.

You can contact the Distance Education Centre Victoria on:

Phone: (03) 8480 0000

Phone: (1800) 133 511 (toll free within Victoria)

Fax: (03) 9416 8487

Email: [enrol@distance.vic.edu.au](mailto:enrol@distance.vic.edu.au)

Website: <http://www.distance.vic.edu.au>

The Distance Education Centre Victoria Enrolment Handbook: Students in Schools is available online at the site listed below (Retrieved: 11/01/2017):

<http://www.distance.vic.edu.au/wp-content/uploads/2014/10/2017-Students-in-Schools-Enrolment-Handbook.pdf>

### **Student Wellbeing**

Sometimes students find themselves feeling overwhelmed by the demands of school and life, or feel daunted by big changes that might be hard to deal with. The Student Wellbeing team at Distance Education Victoria may also be able to assist students.

Email [wellbeing@distance.vic.edu.au](mailto:wellbeing@distance.vic.edu.au) or ask your child's Learning Advisor to put us in touch. Students can email DECV at [wellbeing@distance.vic.edu.au](mailto:wellbeing@distance.vic.edu.au) or ask seek assistance from their Learning Advisor.

### **Responsibilities**

The Principal has overall responsibility for the implementation of this policy.

### **Evaluation**

This policy will be reviewed as part of the College's three-year review cycle or sooner should changes in the Distance Education Centre Victoria enrolment procedures or other relevant information dictate.

### **Related Policies**

VCE Student Policy Handbook

VCE Staff Policy Handbook