

Parent/Guardian Consent Form – Participation by Student in the Southbank Tertiary Entrance Program (“STEP”)

{This form is to be uploaded or faxed to (07 3244 6448) by the student when completing their Expression of Interest on the STEP HUB website}

I _____ (“**Parent Name**”) of
_____ (“**Address**”) am the
parent/guardian of _____ (“**Student Name**”) who is a
student at _____ (“**School**”).

I understand the Student is expressing interest in participating in STEP through the School and is applying to enrol in the _____ (“**Diploma**”) conducted by Southbank Institute of Technology (“**SBIT**”).

I HAVE READ the Program Brochure for the Diploma published by SBIT at <http://www.southbank.edu.au/site/schools/STEP/index.asp>

I ACKNOWLEDGE –

- Participation in STEP is part of the Student’s education program conducted by the School and includes an on-campus experience in a tertiary education environment;
- Studying toward the Diploma will require the Student to –
 1. Attend classes with adult students at Southbank Institute’s campus, and
 2. In some cases, undertake vocational placements at workplaces, possibly in school holidays and/or at nightas described in the Program Brochure;
- Materials fees (as outlined in the Program Brochures) must be paid for each semester upon enrolment in the Diploma;
- Except by prior arrangement with the School and Southbank Institute, when attending classes at SBIT’s campus, the Student –
 - must not leave the campus until the classes have concluded for the day, and
 - is not permitted to remain on SBIT’s campus after 4:30 p.m.
- Southbank Institute of Technology is not responsible for the Student’s transport to and from SBIT, vocational placements and any other training venue;
- The Student is not required to wear their school uniform at SBIT;
- If the Student is disruptive in class or seriously misbehaves on SBIT’s campus or at another training venue, SBIT may, at its sole discretion –
 - remove the Student from the class or venue, and/or
 - require either the School or parent/guardian to remove the Student from the campus or training venue immediately and at their expense.

I CONSENT to _____ (“**Student Name**”) participating in STEP and, if accepted, enrolling in the Diploma including all training activities organised as part of the Diploma.

I CONSENT to Southbank Institute of Technology providing the School with reports on the Student’s progress in all aspects of his/her participation in STEP.

CONTACT IN EMERGENCIES

{During school hours SBIT will contact the School and a Contact Person in the case of an emergency}

CONTACT PERSON No. 1	CONTACT PERSON No. 2
Name of Contact person:	Name of Contact person:
Relationship to student:	Relationship to student:
Phone numbers: Mobile _____ Work _____ Home _____	Phone numbers: Mobile _____ Work _____ Home _____

I CONSENT to SBIT recording and using the above personal information in any emergency situation involving the Student.

_____ Date: ___ / ___ / _____
signature

Any personal information collected on this form will be used by SBIT and its representatives for the purposes of administering STEP and for no other purpose.