

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

This form is to be scanned or faxed by the school STEP Coordinator to accompany each student application through STEP HUB. **Please complete and return this form by scanning to [step@southbank.edu.au](mailto:step@southbank.edu.au) or faxing to 07 3244 6448.**

I \_\_\_\_\_ “Parent/Guardian Name” of  
\_\_\_\_\_ “Address”

am the parent/guardian of \_\_\_\_\_ who is a student at  
\_\_\_\_\_

I understand she/he is expressing interest in participating in STEP through the School and is applying to enrol in “Diploma” conducted by Southbank Institute of Technology (Southbank Institute).

I **have read** the Program Brochure for the Diploma published by Southbank Institute at:  
<http://www.southbank.edu.au/site/schools/STEP/StudentsAndParents/diplomas.asp>.

I acknowledge:

- Participation in STEP is part of a 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 a Student to:
  - 1 attend classes with adult students at Southbank Institute’s campus;
  - 2 require attendance as per the Southbank Institute Academic Calendar;
  - 3 in some cases, undertake vocational placements at workplaces, possibly in school holidays and/or at night.
- Materials fees (as outlined in the Program Brochures) must be paid for each semester upon enrolment, and prior to start of study;
- Except by prior arrangement with the School and Southbank Institute, when attending classes at the Southbank campus, a Student:
  - must not leave the campus until the classes have concluded for the day, and
  - is not permitted to remain on campus after 4:30 p.m.
- Southbank Institute is not responsible for the Student’s transport to and from Southbank Institute, vocational placements and any other training venue;
- The Student is not required to wear their school uniform at Southbank Institute;
- If the Student is disruptive in class or seriously misbehaves on Southbank Institute’s campus or at another training venue, Southbank Institute may, at its sole discretion –
  - remove the Student from the class or venue, and/or
  - request the School or parent/guardian to remove the Student from the campus or training venue immediately and at their expense.

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**Contact in Emergencies**

[During school hours Southbank Institute of Technology will contact the School and a Contact Person in the case of an emergency]

**Contact Person 1**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work: \_\_\_\_\_

Home: \_\_\_\_\_

**Contact Person 2**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work: \_\_\_\_\_

Home: \_\_\_\_\_

I consent to \_\_\_\_\_ participating in STEP and all training activities organised as part of the Diploma; and to Southbank Institute providing the School with reports on the Student's progress in all aspects of his/her participation in STEP.

I consent to Southbank Institute recording and using this personal information in any emergency situation involving the Student.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Privacy Disclaimer**

The Southbank Institute of Technology is collecting the information on this form for the use of administering the STEP program in accordance with the *Information Privacy ACT 2009*. Only authorised SBIT Officers of the Institute and Departmental Officers will access to this information. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law.