

Enhanced Studies Program (WRIT1999) Permission and Declaration Form

Instructions: Read and print this form, obtain the signatures, and upload to your online application before you submit the application (details at <http://esp.uq.edu.au/>)

Applicant Declaration

Yes, I (the applicant) agree:

1. To UQ communicating with me via electronic means;
2. That if offered a place in WRIT1999, I will comply with the rules of admission and enrolment at UQ, and important dates as set by UQ whilst part of the Enhanced Studies Program (ESP);
3. To notify the UQ Admissions ESP Office if there is any change to the information I have provided in my application;
4. To permit UQ to release details of my academic progress to my school/college and parents/guardian;
5. To permit UQ, its educational representatives, and business partners, to release my contact details, to a third party for essential UQ business (e.g. QCAA, QTAC, Home Affairs, etc.);
6. That the information supplied in this application is complete and correct to the best of my knowledge. If any information provided is found to be false or misleading, I accept that UQ may withdraw my application or cancel my enrolment in ESP.
7. I have not previously undertaken an ESP course at UQ.

Yes, I (the applicant) understand that:

1. As an ESP student, I am fully responsible for educational expenses while studying at UQ;
2. If offered a place in WRIT1999, that this offer is dependent on continued approval from my school;
3. If I undertake the WRIT1999 course, I cannot enrol in any other Enhanced Studies Program course.
4. Submitting this application is not a guarantee of a place in WRIT1999;
5. My application will be assessed by UQ Admissions, who will determine my eligibility for WRIT1999;
6. My final WRIT1999 grade will remain on my permanent record with UQ. All official grades on a student's record may be used to calculate a Grade Point Average (GPA) for applications for study in undergraduate, honours, postgraduate or research studies in the future.
7. UQ complies with the Australian and Queensland privacy laws and guidelines. UQ only collects, stores, uses and discloses personal information in accordance with the [Privacy Management Policy](#).

Yes, I (the applicant) have read, understood, and agree to the [Enhanced Studies Program \(ESP\) Rules and Guidelines – WRIT1999](#)

Full name	School	LUI
Signature	Date	
Eligibility criteria (tick one)	Eligible school [] UQ Young Achievers Program	Educational Disadvantage* [] Aboriginal and Torres Strait Islander
		Financially Disadvantaged* []

See [WRIT1999 - How do I apply?](#) website for more information on eligibility criteria.

* Eligibility on the basis of educational and/or financial disadvantage requires School Principal endorsement.

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Parental/Guardian Declaration and Consent

Yes, I (the parent/guardian) have read, understood and accept the conditions of my child's ESP application as stated above in the Applicant Declaration, and give permission for my child to participate in WRIT1999 if offered a place.

Yes, I (the parent/guardian) understand that even though my child will be underage whilst enrolled in ESP (if offered a place), UQ does not accept parental responsibility for them, either while on campus or while involved in university-related work or study. I agree that a student under the age of 16 (but at least 15) can only be made an offer if approved in accordance with [Admission to Coursework Procedure](#). I agree that if my child is under 16 years of age when they are studying at UQ, I will be informed of any additional conditions. I understand that children under 15 years of age are not eligible to participate.

Full name

Parent/Guardian Signature

Date

School Principal Declaration and Consent

Yes, I (the School Principal/nominated staff member) endorse this application based on the strong academic results achieved by this student. I am confident this student has the maturity and commitment required to successfully complete the one-week intensive on campus (St Lucia) WRIT1999 course. I have read and understood the conditions of this ESP course as outlined in the Applicant Declaration above.

Full name & title

Signature

Date

School Principal Eligibility Endorsement

Required if student claims eligibility on the basis of educational and/or financial disadvantage.

Definitions of Educational and Financial Disadvantage can be found in the Rules and Guidelines below or on the [WRIT1999 website](#).

Yes, I (the School Principal) confirm that this student is eligible on the basis of:

- ☐ Educational Disadvantage
- ☐ Financial Disadvantage

I confirm that this determination has been made based on my knowledge of this student's circumstances and the school's records.

School Principal's Full Name

Signature

Date

Rules and Guidelines

1. ESP Application and Admission Rules

- 1.1 This document applies to students studying the **Effective Thinking and Writing (WRIT1999)** intensive course.
- 1.2 WRIT1999 is offered as part of the Enhanced Studies Program (ESP).
- 1.3 **Eligibility:** Applicants must be in Year 11 (during the application year) at a state or non-government high school or college in Queensland. This includes onshore international students and those studying the International Baccalaureate Diploma. Home-educated students are also eligible.
- 1.4 Entry is limited to students who meet eligibility criteria, as outlined at esp.uq.edu.au.
- 1.5 Year 11 students can apply and are expected to have demonstrated high academic achievement (a minimum B average across the best four subjects during Term 1 of Year 11, PLUS a minimum grade of C in General English subjects – this can be one of the four but does not have to be).
- 1.6 Educational and Financial disadvantage are defined as follows:
 - Educational disadvantage refers to circumstances that have limited a student's opportunities to access or participate in education. Examples may include but are not limited to:
 - Disruption to schooling
 - Limited access to school before coming to Australia as a refugee or asylum seeker
 - Disability or chronic health condition (lasting longer than six months) where the school could not fully accommodate the student's circumstances
 - Carer responsibilities
 - Lack of stable housing
 - Financial disadvantage refers to a sustained lack of financial resources that creates significant barriers to accessing and participating in education. Examples may include but are not limited to:
 - Student or parents are recipients of government income support payments
 - Lack of stable housing
 - Participant in The Smith Family Learning for Life program
 - Recipient of a means tested school scholarship or bursary (this does not include talent-based scholarships for areas such as sports or music)
- 1.7 Applicants must gain written permission both from their parent/guardian and School Principal (or nominated staff member) as part of their application. If educational or financial disadvantage endorsement is required, the School Principal (not a nominated staff member) must sign the permission form.
- 1.8 Applications must be submitted online with all required documentation by the specified closing date. Incomplete applications will not be considered, and submitting an application does not guarantee admission.
- 1.9 Entry into ESP is based upon the applicant meeting any additional criteria determined by UQ.
- 1.10 Entry into ESP is granted by UQ Admissions. In some instances, relevant applications may be forwarded to the appropriate UQ Faculty for a recommendation regarding the applicant's suitability.
- 1.11 Successful applicants may complete **one** ESP course only at UQ. Applicants who have participated in another offering of ESP at UQ will be considered ineligible, and participating in WRIT1999 (including attempting the course and failing or withdrawing) will make you ineligible to complete a further Enhanced Studies Program course at UQ.
- 1.12 Places in WRIT1999 are limited. Therefore, if application numbers exceed positions available, not all eligible students will be accepted.
- 1.13 If a student's application is successful, they will be issued with an offer which must be accepted. Upon acceptance, you will be provided with a UQ student ID number and email account. If you do not accept your offer by the required date, you will be unable to participate in the course.

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2. Enrolment

- 2.1 ESP students will be enrolled in non-award study (i.e. a single course not attached to a degree program) during the relevant teaching period.
- 2.2 Students are required to comply with all relevant UQ policies and procedures during their enrolment, including examinations rules. It is the student's responsibility to familiarise themselves with these policies and procedures.
- 2.3 ESP students must regularly check their UQ email account once accepted. UQ's official form of communication with students is via their UQ student email account.
- 2.4 Students are required to attend each day of the course. Failure to do so may result in a request to withdraw.
- 2.5 Costs such as travel and accommodation are to be met by the student. While bringing your own laptop is recommended, if you do not have access to a laptop, please contact the Enhanced Studies team at the time of offer.
- 2.6 Supplementary assessment is not available for this course.

3. Parental/guardian responsibilities

- 3.1 UQ does not accept parental responsibility for ESP students, either while on campus or while involved in UQ-related work or study.
- 3.2 Applicants under 16 years of age at the commencement date of a program or course will be considered for admission under exceptional circumstances, and approved for admission by the Academic Registrar following consultation with the Associate Dean (Academic) of the Faculty only in certain circumstances.
- 3.3 Applicants under the age of 15 will not be considered for admission.

4. Withdrawal Policy – WRIT1999 students

- 4.1. Students can withdraw without academic penalty up to the start of day two (before classes commence). The course will not appear on the student's studies report or academic transcript if they withdraw on or prior to this.
- 4.2 Students who withdraw on or after day two of the course and before results are finalised, will have a result of 'W' (withdrawn without academic penalty) listed on their unofficial studies report.
- 4.3 Students who wish to withdraw without academic penalty on or after day two of the course may make an application in writing requesting withdrawal.

5. Final results

- 5.1 Students who successfully complete their course with grades of 4, 5, 6, 7 or P will be issued with a [My eEquals](#) academic transcript and certificate of participation and will have this grade recorded as part of their official, permanent academic record at UQ. Should students enrol in a UQ program later, credit may be granted for the completed course, if requested and eligible as per the program requirements.
- 5.2 Students who choose to complete their ESP course but receive failing grades of X, 1, 2, 3 or N will have a grade of 'W' noted on their unofficial studies report.
- 5.3 A student's final ESP grade will be reported to the student's school and the Queensland Curriculum and Assessment Authority (QCAA) to be recorded on the student's Queensland Certificate of Education (QCE). For this purpose, students must advise UQ of their Learner Unique Identifier (LUI) before enrolment.
- 5.4 All grades on a student's record (including ESP studies) may be used to calculate a Grade Point Average (GPA) for applications for study in undergraduate, honours, postgraduate or research studies in the future.
- 5.5 Students who successfully complete their course will be eligible to receive one adjustment factor as part of the UQ Subject Incentive Scheme. Students must indicate that they have completed ESP on their QTAC application.
- 5.6 Students who have a hold on their account to due incomplete actions (such as an incomplete Academic Integrity Module) are prevented from receiving an adjustment to their selection rank.
- 5.7 Students will receive their final grade when results are released for the relevant semester. This is consistent with UQ grade release policy.