



Head Start Guidelines

- 1. Report Cards** - Students must have a minimum B average to be eligible for enrolment in the USQ Head Start program. A copy of the appropriate report card will need to be submitted with the application signed by the Principal/Deputy Principal, parent/caregiver and the student. To ensure standardised reports for each semester, USQ requires the following:
 - Semester 1 intake - Semester 2 report card from the previous year
 - Semester 2 intake - Most recent graded report card
 - Semester 3 intake - Semester 1 report from that year.
- 2. Additional application requirements** - Each high school must nominate a coordinator/mentor for the student/s studying the Head Start program. This staff member will provide care and support for their student/s enrolled in the program and will monitor their progress. Students must have a minimum of 3 high school subjects on the relevant report card to be eligible to study Head Start. This rule also applies to home-schooled students.
- 3. Bonus scores** - These are only applicable to students who have obtained a Sound Achievement or higher in QTAC recognised LOTE, Chemistry, Physics and/or Maths C subjects. Special consideration will be given to these students as well as those who have completed a previous Head Start courses, or completed a Cert III or higher.
- 4. Tuition fees** - Students will be enrolled as 'non-award students' and will not be charged any tuition fees for their first course. Students will be expected to meet the costs normally incurred with the course, including textbooks, residential school costs, etc.
- 5. Subsequent courses** - Students undertaking additional Head Start courses in later semesters will be charged \$395 per course. This fee will need to be paid in full to USQ by week two of the semester. In addition, students will be required to pay a Student Amenities Fee which is currently \$36.75. For more information regarding this fee, please go to 'Current Students' and select 'Fees' on the USQ website. For subsequent Head Start courses, another full application form must be completed and received by the USQ Admissions team by the close date. The maximum number of courses that a student can complete under the Head Start program is six courses (over six semesters). Following USQ policy, if a Head Start student fails 2 courses, they are ineligible to be granted entry into subsequent semesters.
- 6. USQ student policies** - Students will be issued with a student number and will have access to the University Library and to the University IT services including UConnect. Students will be subject to the provisions of the University's statutes and regulations during their enrolment. Each application must be signed by parents/caregivers thereby giving consent to USQ to provide full Internet access to the student for the purpose of their studies and educational activities and incidental to such in accordance with USQ's ICT policies if studying on-campus. USQ will not be responsible for the content that may be viewed on the Internet.

By refusing consent or later withdrawing consent by written notice to USQ, the student's enrolment or Internet access as applicable will be cancelled by USQ, which may impact on their study results. Parents/caregivers and the nominated school coordinator are eligible to be granted access to information regarding the enrolment of their student/s during the semester.

7. **Graduation** - A pro-forma academic transcript can be downloaded from UConnect at the completion of the course. Students can obtain an 'official' academic transcript upon request and payment of the associated fee. Should a student be admitted subsequently to a USQ degree program, credit will be granted for the completed course, subject to the rules pertaining to that particular program. Students will be provided with a certificate upon successful completion of each course.
8. **Guaranteed entry** - This is offered for a related program and will be awarded to those students who successfully complete a Head Start course and meet the program pre-requisites (eg completion of Year 12 and four Sound Achievements in English). Students should check the USQ Handbook to determine program prerequisites. Students still need to apply via QTAC and put a related USQ program as their first preference. Due to results release dates and application closing dates, Year 12 students who complete a Head Start Semester 3 course will not be eligible to receive guaranteed entry until Semester 2 of the following year. Guaranteed entry will not be available to students who wish to commence a program with entry requirements which must be satisfied by and audition or interview (eg Bachelor of Creative Arts). Specific information regarding courses and their programs which guaranteed entry applies can be requested by contacting USQ Admissions at any time.
9. **Year levels** - Semester 1 and Semester 2 entry is only for currently enrolled Year 11 and 12 students. Semester 3 entry is available for Year 10, 11 & 12 students as long as they meet all other entry requirements.
10. **QCE points** - Students who successfully complete a Head Start course will receive two points towards their Queensland Certificate of Education (QCE) for every course, up to the maximum allowable limit set by the Queensland Curriculum & Assessment Authority (QCAA). In accordance with QCAA rulings, Year 12 students completing a Head Start Semester 3 course will not be eligible for the QCE points.
11. **Home-school student entry requirements** - Students who are registered with a home-school organisation are able to study a Head Start course, normal entry requirements apply (see guidelines 1 and 2). Students who are not able to supply an official report card or are not registered with a home-school organisation must provide evidence of a completed [STAT test](#). USQ will assess the results of this test on a case by case basis to determine whether it meets USQ's entry requirements.
12. **Bonus ranks** - Students who complete a Head Start course (except for Year 12 students studying over Semester 3) will receive a bonus QTAC rank if applying to USQ.
13. **Courses** - Students can only enrol in one course per semester.