



**School Curriculum
and Standards
Authority**

Student portal

Student guide for online EAL/D
eligibility applications



Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

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Introduction

To enrol in the Year 12 ATAR English as an Additional Language or Dialect (EAL/D) course, you must submit an online EAL/D eligibility application to the School Curriculum and Standards Authority (the Authority).

This user guide shows you how to submit an EAL/D eligibility application via the [student portal](https://studentportal.scsa.wa.edu.au) (<https://studentportal.scsa.wa.edu.au>).

Information about the application process for EAL/D eligibility and the submission dates for applications can be found on the [EAL/D page](https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect) (<https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/english/english-as-an-additional-language-or-dialect>) of the Authority website.

Five steps in the online EAL/D eligibility process

As outlined in this guide, there are five steps to follow to apply for EAL/D eligibility:

Step 1: Log in to the student portal

Step 2: Start your EAL/D eligibility application

Step 3: Upload your supporting documents

Step 4: Submit your EAL/D eligibility application

Step 5: Check the student portal for your EAL/D eligibility status

Checklist

Use this checklist to make sure that you have everything you need before you start your application. To complete your online application, you will need to use a computer, either at home or at school. If you have any questions, ask your parents or your EAL/D teacher to help you.

1

Logging in to the student portal

To log in to the student portal, you will need your **WA student number**, which you will find on your school report/s. It may also be on your SmartRider.

You will also need a **personal email address**. You must be able to access your personal email account when you complete your online application.

2

Residential information

You will need to provide the following details:

- country of birth
- date you arrived in Australia
- country of birth – mother and father (or carer/s)
- countries you have lived in
- nationality
- languages you speak at home

3

Educational background

Make sure you have:

- details of the schools you attended for every school year from Kindergarten:
 - name of school
 - country where school is located
 - calendar years you attended the school
 - international school status
 - main language of school delivery
 - percentage of course delivery in English
- school report/s for years where you attended school/s outside Australia

4

Supporting documents

You will need to photograph or scan the following documents:

- passport identification page
- date of entry stamp or visa **or**
- international movement record/s
- school report/s

Save the supporting documents to your computer or mobile device as **.pdf, .jpg, .jpeg or .png** files, with **a maximum size of 4MB for each file**. **Word** documents will **not** be accepted. You must use English letters to name your files.



Step 1: Log in to the student portal

Log in to the [student portal \(https://studentportal.scsa.wa.edu.au\)](https://studentportal.scsa.wa.edu.au).

Enter your **WA student number**, which you will find on your school report/s. It may also be on your SmartRider.

Your initial password is a combination of your family name and date of birth — **Nnddmmyyy**:

- **Nn** = the first two letters of your family name: the first as a capital letter (A–Z) and the second as a lower case letter (a–z), excluding any punctuation or spaces
- **ddmmyyy** = your date of birth in day month year format.

Tick the check box (highlighted below) to show that you have read and understand the terms of use and click on the **Login** button (highlighted below) to enter the student portal.

Student portal

Login

WA student number

Password

I have read and understand the [terms of use](#)

LOGIN CANCEL

Login instructions for first-time users

Enter your WA student number.

Your initial password is a combination of your family name and date of birth — **Nnddmmyyy**:

- **Nn** = the first two letters of your family name: the first as a capital letter (A-Z) and the second as a lower case letter (a-z), excluding any punctuation or spaces.
- **ddmmyyy** = your date of birth in day month year format.

For example, Ms Smith, born on 5 October 2004, would be **Sm05102004**. Mr O' Pearson, born on 18 March 2002, would be **Op18032002**.

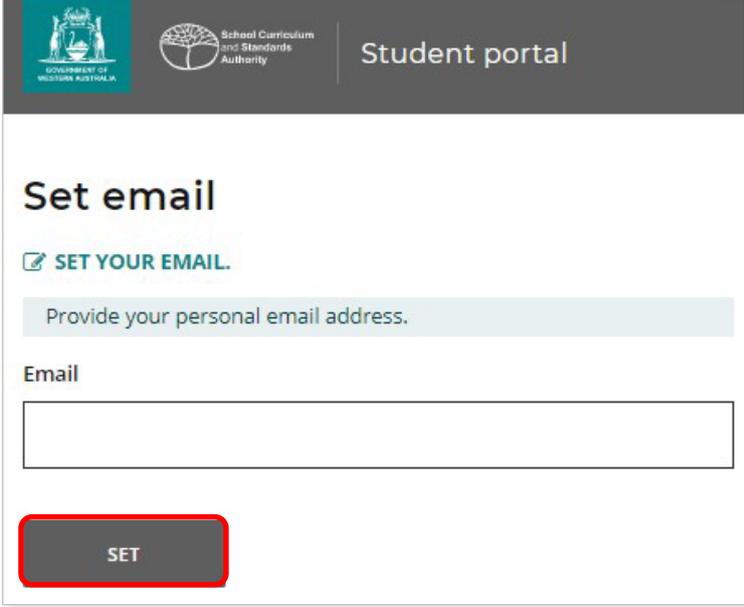
If your family name has fewer than two letters, or you do not have a family name, then use **Ab**. For example, Ms U, born on 26 June 2003, would be **Ab26062003**.

[Forgot your password?](#)

Set up your personal email address

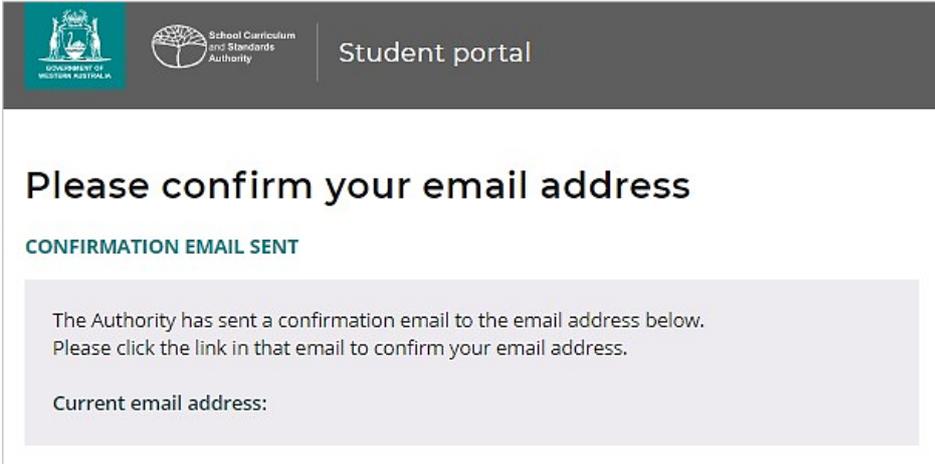
When logging in for the first time, you will be asked to enter your personal email address. Choose an email address that you use frequently and click on the **Set** button (highlighted below).

Note: you need to use a personal email address so that you will be able to receive emails after you have left school and your school email address has expired.



The screenshot shows the 'Student portal' header with the School Curriculum and Standards Authority logo. The main heading is 'Set email'. Below it is a link 'SET YOUR EMAIL.' with a pencil icon. A light blue box contains the instruction 'Provide your personal email address.' Below this is a text input field labeled 'Email'. At the bottom, a grey button with the text 'SET' is highlighted with a red border.

A confirmation email will be sent to this email address.



The screenshot shows the 'Student portal' header. The main heading is 'Please confirm your email address'. Below it is a link 'CONFIRMATION EMAIL SENT'. A light grey box contains the text: 'The Authority has sent a confirmation email to the email address below. Please click the link in that email to confirm your email address.' Below this box, the text 'Current email address:' is displayed.

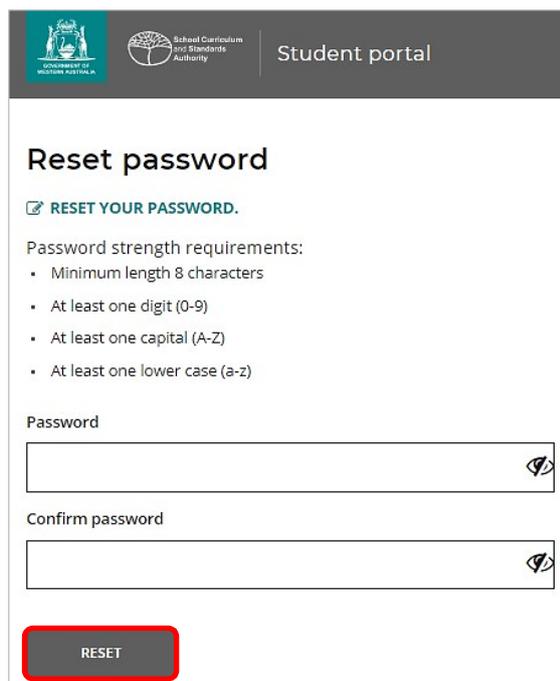
Go to your personal email account and click on the link in the email from the Authority to confirm your email address and complete your registration.

Set up your new password

When you have confirmed your email address, you will then be asked to reset your password.

Your new password must contain a minimum of eight characters, with at least one digit (0–9), at least one capital letter (A–Z) and at least one lower case letter (a–z). Choose a new password that is easy to remember and keep it in a secure place.

Re-enter your new password to confirm it. Click on the **Reset** button (highlighted below) to reset your new password.



Reset password

RESET YOUR PASSWORD.

Password strength requirements:

- Minimum length 8 characters
- At least one digit (0-9)
- At least one capital (A-Z)
- At least one lower case (a-z)

Password

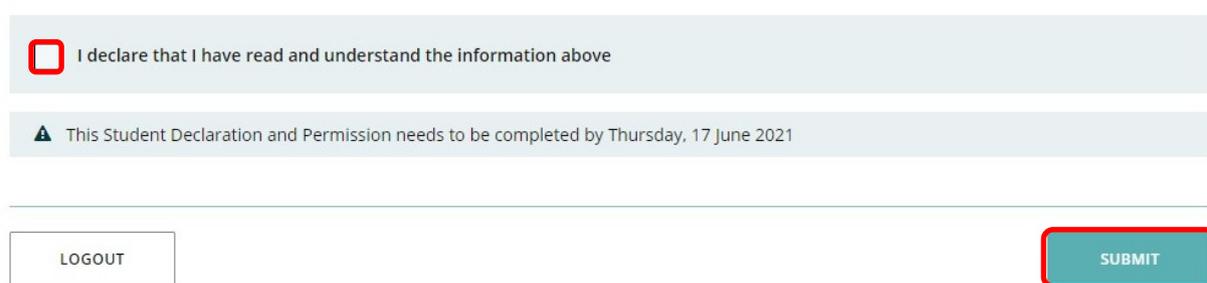
Confirm password

RESET

Complete your Student Declaration and Permission

After you have set up your new password, you will be taken to the **Student Declaration and Permission** page, which includes information about compliance with the Western Australian Certificate of Education (WACE) requirements and rules as set out in the *Year 12 Information Handbook* and your awareness of the restrictions on eligibility to enrol in the ATAR EAL/D course.

Tick the check box (highlighted below) to confirm that you have read and understand the information, then click on the **Submit** button (highlighted below).



I declare that I have read and understand the information above

⚠ This Student Declaration and Permission needs to be completed by Thursday, 17 June 2021

LOGOUT **SUBMIT**

The Authority also asks permission to use your results (should you win an award), and other schoolwork (without identifying who you are) in media communications.

Click on either **Yes** or **No** (highlighted below) for **each statement**.

When you have responded to each statement, click on the **Submit** button (highlighted below) to enter the student portal.

Student to complete	
<i>Please click on the appropriate response to indicate your answer. You must answer each question.</i>	
I give permission for	
(a) my name to be published in the media should I win a School Curriculum and Standards Authority award.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(b) the Authority to use my school work produced during 2021. (no names used)	<input type="checkbox"/> YES <input type="checkbox"/> NO
(c) the Authority to use my ATAR written and practical examination responses. (no names used)	<input type="checkbox"/> YES <input type="checkbox"/> NO
I have discussed my responses to the above questions with my parents/guardians or I am 18 years of age or over.	<input type="checkbox"/> YES <input type="checkbox"/> NO

▲ Once you have submitted your responses, you will be unable to make changes online. If you need to make any changes to your responses at a later date, you will need to contact the Authority.

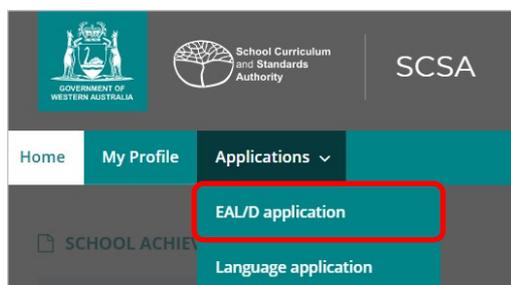
Returning to the student portal

The next time you log in to the student portal, you will only need to enter your **WA student number** and your **new password** in the login panel.



Step 2: Start your EAL/D eligibility application

To start your EAL/D application, click on the **Applications** tab in the green horizontal navigation bar and select **EAL/D application** from the drop-down list (highlighted below). This will take you to the first screen of the EAL/D eligibility application.



Your details

The personal details you will see cannot be changed as they have been provided by your school to the Authority. If there are any errors, you must contact your school.

Click on the **Start EAL/D application** button (highlighted below), which will take you to 1: EAL/D application type.

English as an Additional Language or Dialect (EAL/D) Eligibility Application

The EAL/D course is available to students who speak English as an additional language or dialect, and whose use of Standard Australian English (SAE) is restricted. There are two purposes for the EAL/D eligibility process. The first is for enrolment into Year 12 EAL/D courses and the second is for granting an extra 10 minutes to complete the reading, writing and numeracy components of the Online Literary and Numeracy Assessment (OLNA).

The final date to submit your application for Year 12 EAL/D course enrolment is xx/xx/xxxx

For more information about this application and EAL/D eligibility, click [here](#).

YOUR DETAILS

Please check your details below. If there are any errors, contact your school.

WA student number	
School	
School code	
First given name	
Second given name	
Family name	
Date of birth	
Year 12 enrolment	

i Once the application has started your information will be saved when navigating next or back. You can resume or cancel your application at anytime.

⚠ This application is due by close of business xx/xx/xxxx

START EAL/D APPLICATION

1: EAL/D application type

Select your EAL/D teacher's name from the **Select your EAL/D teacher** drop-down list (highlighted below).

The purpose of the EAL/D eligibility application is pre-selected to **Both** (enrolment in Year 12 EAL/D and OLN time extension) and the course type is pre-selected to **ATAR**.

Note: if you would like to apply to enrol in a General or Foundation EAL/D course, you do not need to submit an application to the Authority. Speak to your school.

There are two criteria for EAL/D eligibility and you must select the one that is applicable to you. The criterion you select will depend on the type of EAL/D learner you are and where your school is located. If you are not sure which one to select, ask your teacher to help you.

Click on the **Next** button (highlighted below), which will take you to 2: Residential information. If you have not completed all the required information on this page, you will not be able to proceed.

1 EAL/D APPLICATION TYPE

Select your EAL/D teacher

Select your teacher

Purpose for EAL/D eligibility application

Enrolment in Year 12 EAL/D

OLN time extension

Both

Select a course type

Foundation or General

ATAR

Year 12 EAL/D course eligibility criteria

I will be a final-year student whose first language is not English. I will not have been a resident in Australia or another predominantly English speaking country for a total period of more than seven years prior to 1 January of the year that I will be a final-year student. I declare that English has not been the main medium of course delivery* for a total period of more than seven years prior to the year that I will be a final-year student at the school/s which I have attended.

I will be a final-year student who is deaf or hard-of-hearing and communicates using signing, such as Auslan, as my first language.

* Delivery is defined as the language in which the course is taught and assessed and includes the language used for unit outlines/programs and textbooks and the production and completion of homework tasks, assessments, tests and examinations. Delivery is not limited to the language that a teacher uses to communicate in a classroom.

Note: in situations where a language other than English is used in a classroom to support communication, the official language of delivery is still the basis for determining eligibility.

BACK Application will be saved when navigating NEXT

Note: each time you click on the **Next** or **Back** buttons, your application will be automatically saved (highlighted below). You can stop at any time and resume your application later (highlighted below).

Home My Profile Applications

English as an Additional Language or Dialect (EAL/D) Eligibility Application

▲ This application is due by close of business xx/xx/xxxx

RESUME EAL/D APPLICATION ✓ Your application is saved. CANCEL APPLICATION

PRINT APPLICATION

2: Residential information

Enter all the required information, including your country of birth, the country of birth of your mother and father (or carer/s), the countries you have lived in, and the languages that are spoken at home.

Note: these questions are customised depending on where your school is located. International schools will see different questions from domestic schools.

Click on the **Next** button (highlighted below), which will take you to 3: Educational background.

2 RESIDENTIAL INFORMATION

Country of birth

Date you arrived in Australia

Mother/carer 1 country of birth

Father/carer 2 country of birth

All countries where you have been a resident

+ ADD ANOTHER

Provide the languages spoken at home (in order of frequency)

+ ADD ANOTHER

BACK ▲ Application will be saved when navigating **NEXT**

3: Educational background

Complete the table to provide information about all the schools you have attended.

Click on the **Add** button (highlighted below) next to a calendar year.

Status Action	Calendar Year	Academic Year	Name of the school you attended	International school	Country in which you attended school	Main language used for instruction* at the school	Percentage** of time of course delivery in English
+ ADD	2020						
+ ADD	2019						
+ ADD	2018						

A school details box will appear. Select **Yes** or **No** to the question about school attendance in that calendar year.

If you select **Yes**, you must provide information for all the fields in that calendar year. Click on the **Add** button (highlighted below) to save these details for that school year.

Continue the process until all calendar years are completed.

School details for 2020
✕

Did you attend school in 2020?

Yes

No

Academic year, e.g. Year 12

Name of the school you attended (In full)

Is this an international school?

Yes

No

Country in which you attended school

Main language used for instruction at the school

Percentage of time of course delivery in English

CANCEL
ADD

If you did not go to school in a calendar year, select **No** and click on the **Add** button (highlighted below).

School details for 2017 ✕

Did you attend school in 2017?

Yes

No

CANCEL ADD

If your school was in a country where the school year ends in June or July (e.g. the UK or the USA), enter the academic year that you **finished** in that calendar year. For example, if you were in Year 9 from January to June or July, then in Year 10 from September to December, enter Year 9 because that was the academic year that you completed.

If you went to different schools in a calendar year, enter the school you went to in the first six months of that calendar year.

Check all the information that you have entered. If you want to change anything, click on the **Edit** button (highlighted below).

Status Action	Calendar Year	Academic Year	Name of the school you attended	International school	Country in which you attended school	Main language used for instruction* at the school	Percentage** of time of course delivery in English
<input checked="" type="checkbox"/> EDIT	2020	12		No	Australia	English	100%
<input checked="" type="checkbox"/> EDIT	2019	11		No	Australia	English	100%
<input checked="" type="checkbox"/> EDIT	2018	10		No	Germany	German	10%

Indicate whether you plan to enrol in any other language course/s and, if so, you must provide the name and type of course (i.e. First Language, Background Language or Second Language).

Note: if you are unsure if the language course that you want to enrol in is a First, Background or Second Language course, ask your teacher.

Click on the **Next** button (highlighted below) to take you to 4: Supporting documents.

If you do not complete all sections where indicated, you will not be able to proceed.

Do you plan to enrol in any other language course in your final year?

Yes

No

BACK ▲ Application will be saved when navigating **NEXT**



Step 3: Upload your supporting documents

4: Supporting documents

A list of documents required to support your application will appear on your screen. Depending on your personal background, this may include your passport identification page, date of entry stamp, visa or international movement record/s, and your school report/s.

Photograph or scan each supporting document and save the files to your computer or mobile device. Your supporting documents must be saved as **.pdf, .jpg, .jpeg or .png** files, with a **maximum size of 4MB for each file**. **Word** documents will **not** be accepted. You must use English letters to name your files.

Select the first type of document you wish to upload from the drop-down list (highlighted below). Click on the **Browse** button (highlighted below) to select the file from your computer or mobile device and then click on the **Open** button (**Choose** button on a Mac) to upload this file. Repeat this process until all the required documents are uploaded. If you wish to provide additional information, select **Other** from the drop-down list, and upload another file. You may also enter further details in the **Additional information** section (optional).

Note: if you do not have a date of entry stamp or international movement record, upload your most recent overseas school report as proof of where you lived before arriving in Australia. You can also remove a file, if you upload it by mistake, by clicking on the **Remove** button next to the document.

Click on the **Next** button (highlighted below) to take you to Step 4: Submit your EAL/D eligibility application. If you have not uploaded all the required documents, you will not be able to proceed.

4 SUPPORTING DOCUMENTS

Upload supporting documents

THE ONUS IS ON THE STUDENT TO PROVIDE THE EVIDENCE TO SUPPORT THIS APPLICATION

All students intending to enrol in a Year 12 EAL/D course and/or applying for extra time to complete OLNA are required to upload the below documents for this application.

- Upload a copy of passport identification page (photograph and personal details).
- Upload proof of date of arrival in Australia, for example a passport page showing stamp of date of entry to Australia, an International Movement Record, or your most recent overseas school report is acceptable.
- Aboriginal or Torres Strait Islander students, upload a copy of a school report. All other students, upload a copy of a report from the school that you attended most recently outside Australia.
- Any other documents that support this application.

+ Add a document (Select document type first, then click browse and select a file)

PASSPORT ID PAGE **BROWSE**

Passport ID page

Proof of arrival in Australia/overseas residency

International movement record

School report

Other

Application will be saved when navigating

NEXT



Step 4: Submit your EAL/D eligibility application

Click on the **Print application** button to print your application and check that all the information is correct. Click on the **Back** button to make any changes, if required.

Note: after you have submitted your application, you will not be able to change anything until it is reviewed by the Authority.

Read the student declaration and tick the check box (highlighted below) to confirm that you have provided the requested documents and that, to the best of your knowledge, all the information you have provided is true and correct. Click on the **Submit application** button (highlighted below) so that the Authority can assess your EAL/D eligibility.

Note: your application cannot be processed until you click on the **Submit** button.

Now that you have submitted your EAL/D eligibility application, the Authority will ask your EAL/D teacher and your school principal to endorse your application.

Note: after you have submitted your application, you can click on the **View** or **Print** buttons to read or print your application.

If you decide you want to cancel your application, click on the **Cancel application** button (highlighted below).

GOVERNMENT OF WESTERN AUSTRALIA

School Curriculum and Standards Authority

SCSA

Home My Profile Applications

SUBMIT APPLICATION

Review your application to ensure that it is complete and correct. After you have submitted it, you will not be able to make any changes or edits.

This application will not be processed without all the supporting documentation.

I declare that I have provided the documentation required to support my application and, to the best of my knowledge, all the information I have provided is true and correct.

This application is due by xx/xx/xxxx

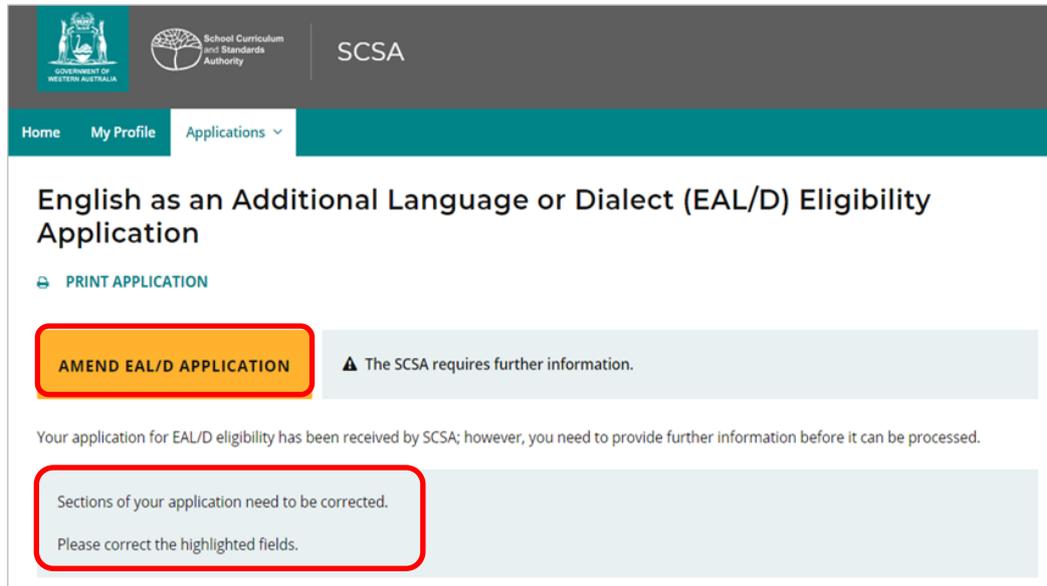
SUBMIT APPLICATION PRINT APPLICATION CANCEL APPLICATION

BACK

Application will be saved when navigating

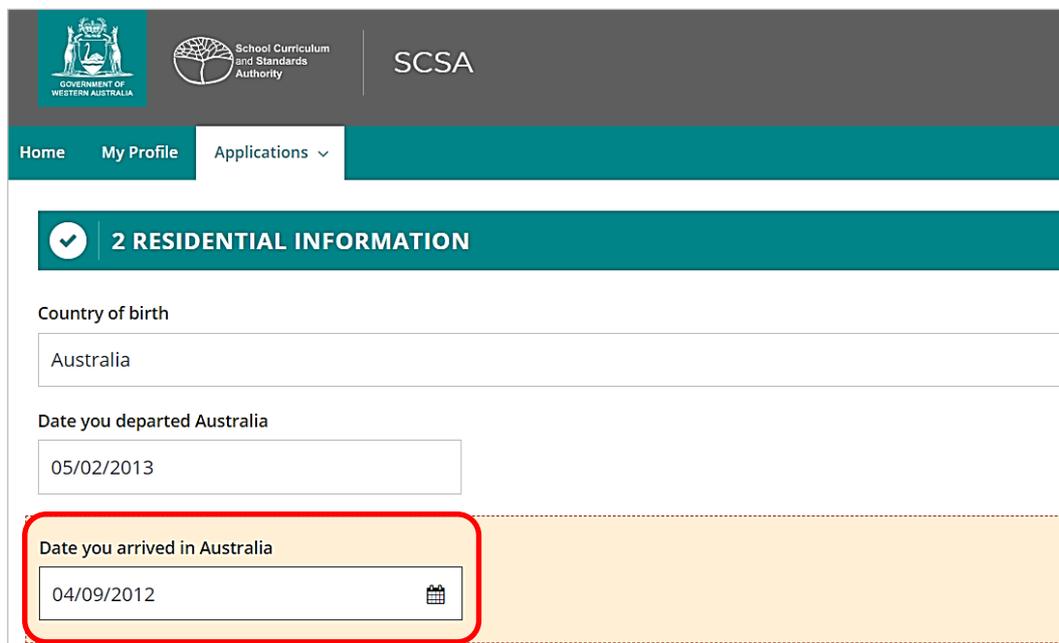
Amend your EAL/D eligibility application

The Authority will review your EAL/D eligibility application and all supporting documents. If the Authority requires further information or amendments to be made to your application, you will receive an email asking you to correct the highlighted fields (highlighted below). Your school will also receive an email.



The screenshot shows the SCSEA application portal. At the top, there are logos for the Government of Western Australia and the School Curriculum and Standards Authority (SCSA). The navigation menu includes 'Home', 'My Profile', and 'Applications'. The main heading is 'English as an Additional Language or Dialect (EAL/D) Eligibility Application'. Below this, there is a 'PRINT APPLICATION' link and a prominent orange button labeled 'AMEND EAL/D APPLICATION'. A warning message states: 'The SCSEA requires further information.' Below this, a message reads: 'Your application for EAL/D eligibility has been received by SCSEA; however, you need to provide further information before it can be processed.' A red box highlights a message: 'Sections of your application need to be corrected. Please correct the highlighted fields.'

You will only be able to change the information identified by the reviewer, which will be highlighted in yellow (example highlighted below).



The screenshot shows the SCSEA application portal. At the top, there are logos for the Government of Western Australia and the School Curriculum and Standards Authority (SCSA). The navigation menu includes 'Home', 'My Profile', and 'Applications'. The main heading is '2 RESIDENTIAL INFORMATION'. Below this, there are three form fields: 'Country of birth' with the value 'Australia', 'Date you departed Australia' with the value '05/02/2013', and 'Date you arrived in Australia' with the value '04/09/2012'. The 'Date you arrived in Australia' field is highlighted in yellow and enclosed in a red box.

The Authority will notify your school once your application has been resubmitted.

Note: your application cannot be processed until you click on the **Submit** button.



Step 5: Check the student portal for your EAL/D eligibility status

You can check the student portal for the Authority's decision about your EAL/D eligibility status. This will usually occur between one and five business days after submission. The status of your application will change from **In progress** to either **Eligible** or **Not eligible**.

In progress (highlighted below)

The screenshot shows the SCSEA student portal interface. At the top, there are logos for the Government of Western Australia, School Curriculum and Standards Authority, and SCSEA. Below the navigation bar (Home, My Profile, Applications), the page title is 'English as an Additional Language or Dialect (EAL/D) Eligibility Application'. There is a 'PRINT APPLICATION' link. A yellow button labeled 'VIEW EAL/D APPLICATION' is visible. A red box highlights a message: '✓ Your application is in progress.'

Eligible (highlighted below)

The screenshot shows the SCSEA student portal interface. At the top, there are logos for the Government of Western Australia, School Curriculum and Standards Authority, and SCSEA. Below the navigation bar (Home, My Profile, Applications), the page title is 'English as an Additional Language or Dialect (EAL/D) Eligibility Application'. There is a 'PRINT APPLICATION' link. A red box highlights a message: 'You are eligible to enrol in a Year 12 EAL/D course and you have additional time to complete your OLNA.'

Not eligible (highlighted below)

The screenshot shows the SCSEA student portal interface. At the top, there are logos for the Government of Western Australia, School Curriculum and Standards Authority, and SCSEA. Below the navigation bar (Home, My Profile, Applications), the page title is 'English as an Additional Language or Dialect (EAL/D) Eligibility Application'. There is a 'PRINT APPLICATION' link. A red box highlights a message: 'You are not eligible to enrol in a Year 12 EAL/D course. Please contact your school for further information.'

The Authority will email the outcome to your school. You can contact your school for further information about this decision.

Review and appeal processes

Request a review

If the Authority decides that you are **Ineligible** to enrol, this will be shown in the student portal (highlighted below). If you think that you do meet the criteria, you can request a review of your EAL/D eligibility application by the Authority. You must do this before the due date, which is shown on the EAL/D notification screen in the student portal.

Note: the review and appeal due dates are also published in the *Activities Schedule*. If you have any questions, contact your school.

To request a review, click on the **Request review** button (highlighted below).

To show that you meet the criteria, you will need to provide additional evidence, by photographing or scanning one or more documents not previously submitted, uploading it/them, and/or typing in additional information. Carefully check your document/s and/or comment/s that you provide because, after submission, you cannot upload other documents or make changes. You can view them in read-only mode.

Once you have uploaded all supporting document/s, click on the **Submit** button. If you have not uploaded at least one additional document, or provided a comment, the request for a review cannot be submitted.

Notes: you can only request one review and it cannot be processed until you click on the **Submit** button.

The Authority will review your application and all additional documents and/or supporting evidence. After the review has been completed, the Authority will notify your school by email, stating the outcome of the review. You can also see the outcome of the review in the student portal. The review eligibility status will be either **Eligible** or **Ineligible** and you will see a comment explaining the decision.

Request an appeal

Following the review of your EAL/D eligibility application, if the Authority decides that you are still **Ineligible** to enrol (highlighted below), this will be shown in the student portal. After the review has been completed, you can request an appeal by an external EAL/D Eligibility Appeal Panel. You must do this before the due date, which is shown on the EAL/D notification screen in the student portal.

Note: the review and appeal due dates are also published in the *Activities Schedule*. If you have any questions, contact your school.

To request an appeal of your EAL/D eligibility application, click on the **Request appeal** button (highlighted below).

English as an Additional Language or Dialect (EAL/D) Eligibility Application

PRINT APPLICATION

This application is due by close of business xx/xx/xxxx

VIEW EAL/D APPLICATION You have been found ineligible after review. REQUEST APPEAL

After our review you have still been found ineligible to enrol in a Year 12 EAL/D course.

The reason that you are ineligible is:
English has been the main medium of course delivery for 12 years.

If you believe that the reason that was given for your ineligibility is incorrect, you can appeal the decision.

You need to carefully consider the reason why you were found ineligible. You then need to provide some new evidence to prove that the decision made is incorrect and that you do, in fact, meet the eligibility criteria. An independent appeal panel will then reassess your application and all the supporting evidence you have provided.

Once you have your new evidence, press the 'Submit Appeal' button above and follow the process to submit your new information.

To show that you meet the criteria, you will need to provide additional evidence, by photographing or scanning one or more documents not previously submitted, uploading it/them, and/or typing in additional information. Carefully check the document/s and/or comments that you provide because, after submission of the request, you cannot upload other documents or make changes.

Once you have uploaded all supporting document/s, click on the **Submit** button. If you have not uploaded at least one additional document, or provided a comment, the request for an appeal cannot be submitted.

Notes: you can only request one appeal and it cannot be processed until you click on the **Submit** button.

The EAL/D Eligibility Appeal Panel will review your application and all additional documents and/or supporting evidence that you provided for the review and the appeal. After the appeal has been completed, the Authority will notify your school by email, stating the outcome of the appeal. You can also see the outcome of the appeal in the student portal. The appeal eligibility status will be either **Eligible** or **Ineligible** and you will be able to view a comment explaining the decision. At this point, you should contact your school to discuss your study options.

