

Head Start Guidelines



1. Report Cards - Students must have a minimum B average (or 70% or higher) to be eligible for enrolment in the USQ Head Start program. A copy of the appropriate report card issued by Education Queensland or a SAT test will need to be submitted with the application signed by the nominated School Head Start Coordinator and parent/caregiver. The applicant must then complete the online application form and upload the required documents. To ensure standardised reports for each semester, USQ requires students to submit their most recent report card upon completion of a unit, rather than a semester-based report card. Eg Students in Year 12 looking to study Semester 2 will be required to supply a report card from Unit 3. If students applying for USQ Head Start have not completed their Unit 1, students will be required to submit their most recent graded report card.

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 School and Accelerated Christian Education (ACE) students.

Following USQ policy, if a Head Start student fails 2 courses, they are ineligible to be granted entry into Head Start for subsequent semesters.

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.

3. Year levels - Semester 1 entry is only for currently enrolled Year 11 and 12 students. Semester 2 and Semester 3 entry is available for Year 10, 11 & 12 students provided all entry requirements.

4. Courses - Students can only enrol in one course per semester.

5. 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. If students have requested to drop their course in writing before the advertised [Census date](#), they will be eligible for another free course in a later semester.

Students undertaking additional Head Start courses in later semesters will be charged \$395¹ 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 (SAF) which is currently \$38.50². For more information regarding this fee, please go to 'Current Students', 'Administration' and then select 'Fees' on the [USQ website](#).

¹ Course fees are based on 2020 prices and are subject to change. See the current [fees here](#)

² SAF are based on 2020 prices and are subject to change. See the current [fee schedule here](#).

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6. Subsequent courses - For subsequent Head Start courses, another full application form must be completed online and all documents 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 seven courses (over seven semesters).

7. 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.

8. Guaranteed entry - This is offered for a related program approved by the USQ Academic Division and will be awarded to those students who successfully complete a Head Start course and meet all other program pre-requisites (eg completion of Year 12 and minimum grade C in Units 3 & 4 in school subjects required as prerequisites). 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 result 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 an audition or interview (eg Bachelor of Creative Arts) or a personal statement (eg Education degree).

9. Home-school & Accelerated Christian Education (ACE) 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 from the state regulatory body (eg. Education Queensland) must submit a completed [SAT test](#). USQ will assess the results of this test on a case by case basis to determine whether it meets USQ's entry requirements.

10. International students - International students who are enrolled with an Australian based school are eligible to apply for the USQ Head Start Program.

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International students can complete the online application form and normal entry requirements apply (see guidelines 1 and 2).

11. 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 (8) 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. This process will be completed within 4 weeks of USQ grades release.*

12. Adjustment Factors - Students who complete a Head Start course (except for Year 12 students studying over Semester 3) will receive an adjustment factor towards their QTAC rank if applying to USQ.

13. 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 at their Graduation Ceremony or via post after grades are released.

**QCAA has not provided institutions access to the new student management portal. When this functionality is available, and access has been granted, results will be uploaded within 4 weeks.*