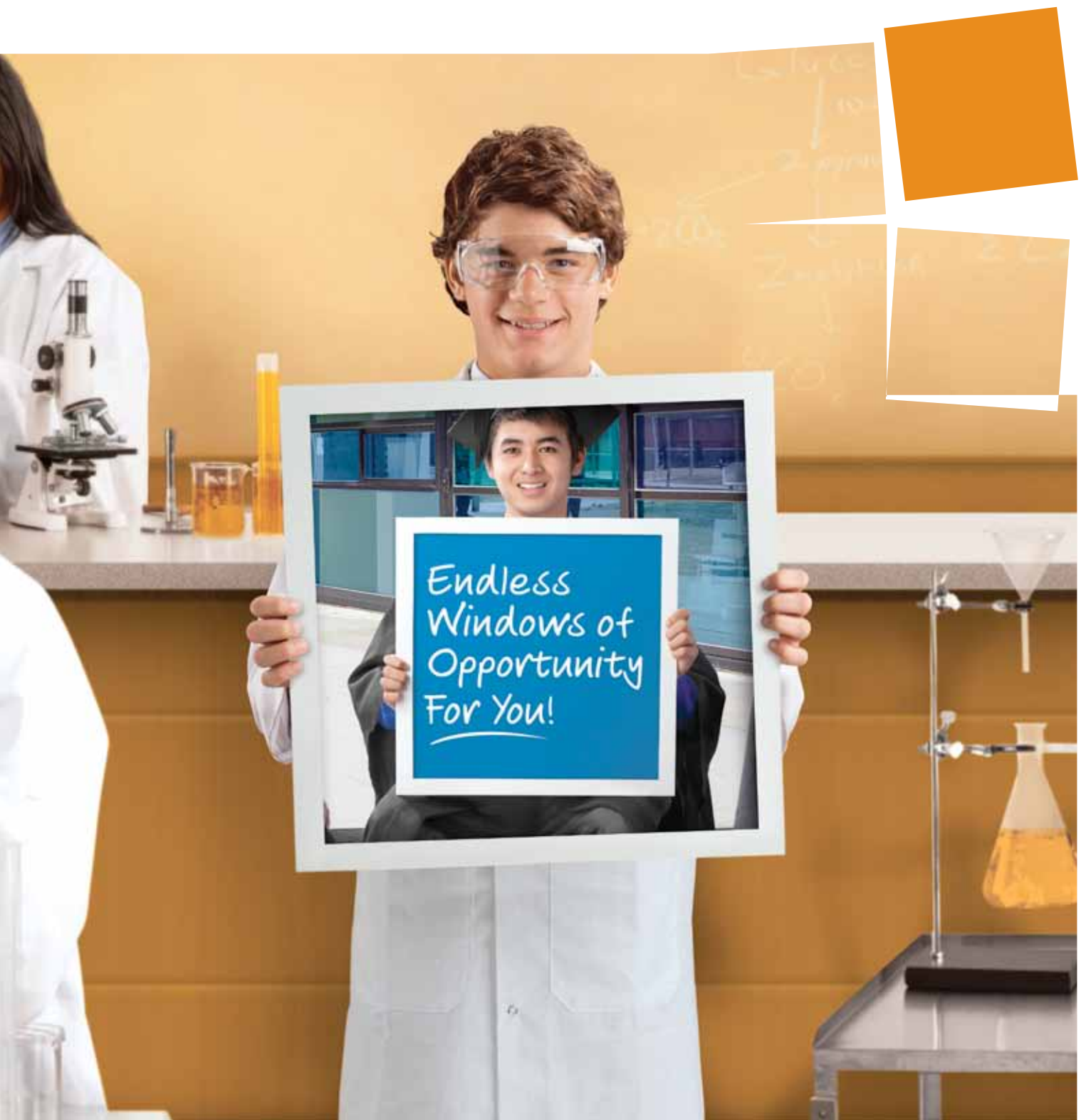


Temporary Application Form

Victorian Government Schools
International Student Program

Department of Education & Training



Acronyms

CoP	Confirmation of Placement	JAN	January
DET	Department of Education and Training, Victoria	FEB	February
DIBP	Department of Immigration and Border Protection	MAR	March
IED	International Education Division	APR	April
ISP	International Student Program	MAY	May
OSHC	Overseas Student Health Cover	JUN	June
VCE	Victorian Certificate of Education	JUL	July
VGS	Victorian government schools	AUG	August
		SEP	September
		OCT	October
		NOV	November
		DEC	December



International Education Division
Department of Education and Training
Melbourne
December 2017

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Authorised by the Department of Education and Training,
2 Treasury Place, East Melbourne, Victoria, 3002.

This document is available on the internet at
www.study.vic.gov.au

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Temporary International Student Application Form

This application form is only for students who are travelling on a **Tourist Visa** and want to study in Victoria for 8 to 12 weeks.

Apply online at www.study.vic.gov.au

Did you know that you can apply online? Access the online application system at www.study.vic.gov.au. Benefits include faster processing of applications, saving and resuming applications at any time and creating and managing multiple applications in one online system.

Instructions

Please answer all questions in all sections. Write clearly in black ink using BLOCK LETTERS and tick boxes where appropriate. We cannot assess your application if it is incomplete or unreadable.

School Term Dates 2018 to 2020

	Term 1	Term 2	Term 3	Term 4
2018	29 Jan ¹ to 29 Mar	16 Apr to 29 Jun	16 Jul to 21 Sep	8 Oct to 21 Dec
2019	29 Jan to 5 Apr	23 Apr to 28 Jun	15 Jul to 20 Sep	7 Oct to 20 Dec
2020	28 Jan to 27 Mar	14 Apr to 26 Jun	13 Jul to 18 Sep	5 Oct to 18 Dec

¹ School staff planning day on the first day of term 1. Student attendance may not be required on this day. Check with your school to confirm.

Application Process

Step 1: Gather information

Visit www.study.vic.gov.au or contact our office for information on enrolment and studying at a Victorian government school. Read the Terms, Conditions and Policies available at www.study.vic.gov.au. An accredited education agent can also assist you with selecting a school and lodging your application.

Step 2: Apply for school enrolment

Complete this application form and return it with the required documents to the International Education Division or a DET accredited education agent.

Please refer to the checklist on page 7 for a list of all required documents.

Applications and supporting documentation should be emailed to international@edumail.vic.gov.au

Step 3: Application assessment

Applications received are assessed to determine whether a student meets the entry requirements to study in a Victorian government school. Application assessment cannot commence until all required documents are received. To avoid unnecessary delays, be sure applications are signed and include all the required supporting documents.

Step 4: Letter of offer and invoice

Successful applicants will receive a Letter of Offer and invoice for fees payable.

Step 5: Acceptance and payment

To accept the terms and conditions of enrolment in a Victorian government school, a signed written agreement and full payment of the invoice must be received within 14 days.

Step 6: Confirmation of placement

Following acceptance and payment you will receive:

- Confirmation of Placement (CoP) Letter.

2018 Tuition Fees

Weeks	Primary School	Junior Secondary School	Senior Secondary School	English Language Centre
1	\$278	\$369	\$414	\$414
2	\$556	\$738	\$828	\$828
3	\$834	\$1,107	\$1,242	\$1,242
4	\$1,112	\$1,476	\$1,656	\$1,656
5	\$1,390	\$1,845	\$2,070	\$2,070
6	\$1,668	\$2,214	\$2,484	\$2,484
7	\$1,946	\$2,583	\$2,898	\$2,898
8	\$2,224	\$2,952	\$3,312	\$3,312
9	\$2,502	\$3,321	\$3,726	\$3,726
10	\$2,780	\$3,690	\$4,140	\$4,140
11	\$3,058	\$4,059	\$4,554	\$4,554
12	\$3,336	\$4,428	\$4,968	\$4,968

Other fees Cost (Australian Dollars)

Application fee	\$272
Enrolment Amendment Fee	\$272

Tuition fees and other charges are subject to change and may vary from year to year. Any increase in fees during the period of study will apply to new and continuing students.

Enrolment and Fee Payment

- All fees specified by the International Education Division, Department of Education and Training must be paid in full before the student can commence.
- Fees are payable by BPAY (within Australia), credit card, bank cheque, bank draft, money order or telegraphic transfer and should be made payable to the Department of Education and Training.
- The International Education Division is not responsible for monies paid to an agent or other third party by the student, parent or legal custodian.
- Payment of application and tuition fees must accompany the application form.

Application Fee - non fundable

- Applications will be processed on receipt of the application fee. Payment can be made either to the International Education Division or through an accredited education agent.

Tuition Fees

- Tuition fees do not cover books, uniforms, stationery, school excursions or camps.

To calculate fees payable:

1. Decide the dates that you want to start and finish studying in Victoria
2. Note the term dates on page 3 and calculate how many weeks this will be
3. Using the 'Number of Weeks' column in the fee schedule, determine the number of weeks you will be at school during the school term
4. Identify the relevant study column (Primary, Junior Secondary, Senior Secondary or English Language Centre).

Terms and Conditions

- A Temporary Fee Paying Overseas Student can only study for a maximum of 12 weeks.
- Temporary students are not able to gain qualifications as a result of their study in a Victorian government school.

Applying

- The application form will not be processed unless all relevant sections have been completed and all requested documentation is attached.
- The student's parent or Legal Custodian **must** sign the application form where stated in the Parent's Declaration section.

Age Requirements

The minimum age for commencing school is five years old as at 30 April of the year of enrolment.

The maximum age for enrolment at a Victorian government school at commencement of school is as follows:

Entering Year 9 The student must be less than 17 years of age

Entering Year 10 The student must be less than 18 years of age

Entering Year 11 The student must be less than 19 years of age

Entering Year 12 The student must be less than 20 years of age

Responsibilities

The Department of Education and Training (DET):

- will keep all information in relation to applications strictly confidential and will not disclose information without consent, unless required by law
- has the right to reject an application at any stage of the enrolment process
- can suspend or cancel the enrolment of a student for misbehaviour or non-payment of fees
- will advise the student and parents of non-compliance, or suspension or cancellation of a student's enrolment. Students and parents have 20 working days to appeal the decision.

DET only accepts responsibility for information provided to international students:

- in DET's own publications
- by DET employees
- DET-accredited education agents.

Further details in relation to terms and conditions, policies and procedures are outlined in this document. Please also refer to: www.study.vic.gov.au

Parents must ensure that:

- their child has a valid passport and visa
- all applicable fees are fully paid for the duration of the student's enrolment
- DET is notified immediately upon cancellation or change to their child's visa status
- arrange their own accommodation as they are not eligible for a DET arranged homestay.

Students must ensure that they:

- abide by their host school's code of conduct including the welfare and accommodation policy of their host school
- do not engage in any activity that may endanger their own safety or the safety of any other person.

International Student Program – Key Policies

Please note: This agreement, and the availability of complaints and appeals processes, does not remove the right to take further action under Australia’s consumer protection laws.

Student Behaviour Policy

- Each school has a code of conduct, welfare and accommodation policy that students must abide by while enrolled at their host school.
- It is important that students avoid activities that may endanger their safety, the safety of others or that could lead to criminal charges.
- When a student does not fulfil the requirements of the host school’s policies and rules, and/or the student enters into activities that are unsafe, a student’s enrolment may be suspended or cancelled for misbehaviour.

Privacy Policy

- The enrolment form requests personal information about the applicant as well as the applicant’s family members. The purpose of collecting this information is to allow DET, the relevant Victorian government school(s) and other contracted organisations to register the applicant and allocate staff and resources to ensure his/her educational and welfare needs are met.

Also, the information may be shared with other government departments and contracted organisations concerned with the administration of the International Student Program offered in Victorian government schools.

- Information about the privacy policy can be obtained from www.education.vic.gov.au or www.study.vic.gov.au

Complaints Policy

- DET is committed to managing complaints and appeals impartially, promptly and confidentially.
- The formal investigation of a complaint will require that details of the complaint be lodged in writing.
- The handling of the complaint will commence within 10 working days of receipt of the complaint.
- There is no cost associated with lodging a complaint with DET.
- The identity of the complainant will be protected unless permission for disclosure is given.

Complaints in relation to refunds

- Students or parents have 30 days to lodge a formal written complaint from the date of the remittance advice of their refund.

Submission of complaints

- Any issues or complaints in relation to the International Student Program offered in Victorian government schools should be discussed with the International Education Division of DET.
- Formal complaints should be submitted in writing to:

Executive Director
International Education Division
Department of Education and Training
GPO Box 4367
Melbourne, Victoria 3001
Australia

Consideration of complaints

- The Executive Director, International Education Division, DET, will consider the formal complaint.
- After consideration of all of the available evidence, the Executive Director, International Education Division, DET, may decide to uphold or dismiss the complaint.

Victorian Government Schools Temporary International Student Application Logo

Please keep pages 1-6 and a copy of this application
for your own record and subsequent enquiry.



1. Student Details

Family name:	
Given name:	
Date of birth: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality on passport:	
Country of birth:	
Passport number:	Expiry date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

2. Contact Details

It is compulsory to complete these details.

- Please note a legal custodian in relation to a child refers to having the right to the daily care and control of the child and the right to make decisions for that child
- Please include the contact details of the adult/s to contact with regard to the payment of all fees and in the event of any student emergencies.

Father's / Legal Custodian's* family name:	
Father's / Legal Custodian's* given name:	
Mother's / Legal Custodian's* family name:	
Mother's / Legal Custodian's* given name:	
Family contact number: (include international and area codes)	
Family email address:	<input type="text"/>
Street address:	
City:	State/Province:
Country:	Postcode/Zip:
Phone (include international and area codes):	

3. Accommodation Details in Victoria

Please indicate who the student will live with: <input type="checkbox"/> Parent <input type="checkbox"/> Relative <input type="checkbox"/> or family friend	
Family name:	Given name:
Relationship to student:	
Street address:	
City:	State:
Phone:	Postcode:
Mobile:	
Email: <input type="text"/>	

4. Sibling Details

Does the student have a brother or sister currently enrolled at a Victorian government school? Yes No

If yes, which school are they attending?

Sibling name 1:	Sibling student ID number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Sibling name 2:	Sibling student ID number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Sibling name 3:	Sibling student ID number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Sibling name 4:	Sibling student ID number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

5. Study Plan

Name of school:	
Grade/Year level:	
Commencement date:	
End date:	

6. School Preferences

Please refer to www.study.vic.gov.au for a full list of Victorian government schools.

The International Education Division is able to offer enrolment based on the availability of places in a particular grade or year level in each school. To assist in the placement of the student in a suitable school, please provide a list of preferred schools and subjects:

Preferred schools:	Preferred subjects (Year 11 students must complete this section):
•	• English/EAL
•	•
•	•
•	•
•	•
•	•
•	•
•	•

7. Special Circumstances

The more information you provide will ensure that your child is placed in a school with the most appropriate support according to their needs.

Has the student been diagnosed with a medical condition that a doctor should be aware of? If so, please provide details:

Does the student have any special learning needs which the school needs to be aware of? If so, please provide details:

8. Primary School Enrolment Immunisation Requirements

It is a legal requirement under Victoria's Public Health and Wellbeing Act 2008 for parents to provide an immunisation status certificate to the primary school at the time of enrolment.

For more information about how to obtain an immunisation status certificate, please refer to the Department of Health website located at the following link: http://www.healthtranslations.vic.gov.au/bhcv2/bhcht.nsf/PresentDetail?Open&s=Starting_primary_school_School_entry_immunisation_status_certificates

9. Checklist

The application process will not commence until the application form is complete and all necessary supporting documentation is provided to the International Education Division of DET. Copies of the following original documents must be provided:

- in the original language
- translated into English and
- certified as true copies of the original documents by an authorised person of the country concerned.

Copy of original document	English translation	Certified as true copies of original	Document
n/a	<input type="checkbox"/>	<input type="checkbox"/>	Birth certificate or passport page
<input type="checkbox"/>	n/a	n/a	Evidence of visa (if available)
n/a	<input type="checkbox"/>	<input type="checkbox"/>	Proof of medical conditions and special learning needs (if applicable)

10. Preferred Correspondence Please complete ONE of the following options.

Accredited Agent Details

Company name:	Contact person:
Email: <input type="text"/>	<input type="text"/>

Visit www.study.vic.gov.au for a list of DET accredited agents.

OR

Family/other (to be completed if not using a DET accredited agent)

Name:	
Street address:	City:
State/Province:	Postcode/Zip:
Country:	Phone:
Mobile:	Email: <input type="text"/>

11. Declaration and Agreement

This information **MUST** be provided otherwise there may be delays with the processing of the application.

I, the parent or Legal Custodian of the student nominated on this application form declare that:

- I have read (and/or had explained to me), understand and accept the terms and conditions of enrolment in this application form
- I have read (and/or had explained to me), understand and accept key policies outlined in this application form
- I understand that the application fee (and school transfer fee if applicable) are not refundable
- I understand that the refund of paid tuition and other fees are subject to DET's refund policy. I understand that any refund of paid tuition and other fees are subject to the Department of Education and Training's refund policy as amended from time to time.
- by signing this application form for your child to study in a Victorian government primary school, you are agreeing to provide an immunisation status certificate to the primary school. It is recommended that you provide the immunisation status certificate to the primary school following the completion of this application form and your arrival in Australia, but before your child attends the primary school
- the information provided in this application is correct and complete, the relevant documents are attached and that the information and attached documentation provided is true and correct
- the application fee is attached
- I understand that DET has the right to reject this application.

Parent's/Legal Custodian's name:		Parent's/Legal Custodian's signature:
Date:	D D M M Y Y Y Y	

Please turn over for payment details.

11. Declaration and Agreement (continued)

OR

I, the DET Accredited Education Agent (if agent representation has been appointed) representing the student nominated on this application form declare that:

- the information provided in this application is correct
- the parent has read and/or I have explained all the terms and conditions outlined in this application form
- I have explained to the parent the conditions of the Department of Education and Training's refund policy AND explained that the application fee, accommodation placement fee, arrival support fee and school transfer fee are not refundable.
- I understand that Department of Education and Training has the right to reject this application.

Agent's name:

Date:

D

D

M

M

Y

Y

Y

Y

Agent's
signature:

12. Application and Tuition Fee Payment

Student's family name:

Student's given name:

Student ID number (office use only):

PAYMENT: You will receive an invoice including the \$272 application fee following lodgement of this form.

Please keep a copy of this application for your own record and subsequent enquiry.

International Education Division
Department of Education and Training

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