

VICTORIAN SCHOOL OF LANGUAGES NON-GOVERNMENT SCHOOL INTERNATIONAL STUDENT APPLICATION FORM 2024



THE VICTORIAN SCHOOL OF LANGUAGES PROVIDES QUALITY LANGUAGE TUITION IN THE FOLLOWING LANGUAGES:

Albanian#	Chinese - Mandarin*	Filipino (Tagalog)	Japanese - First Language**	Punjabi	Vietnamese First Language
Amharic#				Romanian	
Arabic*	Chinese - Mandarin (Traditional)#	French*	Kannada#	Russian	Zomi#
Bengali		German*	Karen	Serbian	
Bosnian	Chinese - Mandarin First Language*	Greek*	Khmer	Sinhala	
Bulgarian#		Gujarati	Korean	Spanish*	
Chin (Falam)#	Chinese - Mandarin Second Language Advanced*	Hebrew	Latin**	Tamil	
Chin (Hakha)#		Hindi*	Macedonian	Telugu#	
Chinese (Language, Culture and Society)	Croatian	Hungarian	Malayalam#	Thai#	
Chinese - Cantonese#	Dari#	Indonesian*	Pashto#	Turkish	
	Dutch	Indonesian - First Language**	Persian	Urdu#	
		Italian*	Polish	Vietnamese	
		Japanese*	Portuguese		

*Also available by distance education.

** Distance education only.

NOT accredited as Victorian Certificate of Education subjects.



The Victorian School of Languages (Head Office):
315 Clarendon Street, Thornbury, Victoria 3071
Web: www.vsl.vic.edu.au



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

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International Education Division

Department of Education

GPO Box 4367,
Melbourne Victoria 3001, Australia

Level 28, 80 Collins Street, Melbourne,
Victoria 3000, Australia

Email: international@education.vic.gov.au

Web: www.study.vic.gov.au

VICTORIAN SCHOOL OF LANGUAGES (VSL) NON-GOVERNMENT INTERNATIONAL STUDENT APPLICATION FORM 2024



For international students from non-government schools and TAFE colleges who want to study a language (other than English) at the Victorian School of Languages

Instructions

This application form is for international school students who want to study a language through the Victorian School of Languages (VSL).

To help you understand the application process and the procedures required, we have outlined a step-by-step process to guide you through each stage.

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

2024 Tuition Fees

Fee schedule

Time of commencement (duration of study)	February (Full year)	February (Semester 1 only)	July (Semester 2 only)
Non-government school/TAFE college student	\$1,507	\$735.12	\$771.88

Preferred Application Submission Dates

Time of commencement (duration of study)	February (Full year)	February (Semester 1 only)	July (Semester 2 only)
International students	9 February 2024	9 February 2024	5 July 2024

Application Process

The 3 steps of your enrolment

Step 1

Contact the VSL centre to see if there is a place available (your host school will assist).

Step 2

Student and host school must complete and sign an application form:

- Tuition fees must be paid to the Department of Education for international students from non-government schools or TAFE colleges who attend language classes at the VSL
- Please note: where an international student holds a 500 Student Schools Sector Visa or a 571 School Sector Visa and attends a non-government school or TAFE college, their education provider must pay the VSL tuition fee at no additional cost to the international student
- Payments can only be made by electronic funds transfer (EFT). The VSL does not issue tax invoices.

Step 3

Submit your completed application form directly to the VSL centre by the cut-off date. The VSL area manager or representative will sign the form.

You can find a list of VSL locations and contact details on the Contact Us page at: www.vsl.vic.edu.au

Application Checklist

- All sections of the application form are completed
- Host school has stamped the application form or completed address details
- Host school principal has signed the form
- Student has signed the form
- The student's parent or legal custodian in Australia has signed the form
- Photocopy of student's passport is attached
- Payment attached
- Return your completed form and payment to your VSL centre by the cut-off date.

Refer to the Contact Us page on the VSL website for centre details: www.vsl.vic.edu.au

VICTORIAN SCHOOL OF LANGUAGES (VSL) NON-GOVERNMENT INTERNATIONAL STUDENT APPLICATION FORM 2024

Important Student Information

General Information

- All students must provide a photocopy of their passport with their application.
- Students should write their name in this application form as it appears on their passport.
- If you are absent for any session you must supply a medical certificate. Please note if you miss 20 per cent of class hours in total, your enrolment will be cancelled and your host school will be notified.
- If you decide to withdraw from the course you must notify the VSL in writing, and the VSL in turn will notify your host school.
- Students cannot commence their studies at a VSL centre until payment is received.

The VSL is a DE Safe School. For more information please see the DE Child Safe Policy.

Students are expected at all times to make the school a safe environment for all its users and in particular:

- Be regular and punctual in attendance
- Bring a note if absent or seeking permission to leave school early
- Remain in the school grounds, unless permission has been granted by a supervisor
- Carry out instructions given by the teacher or supervisor
- Behave in a courteous and cooperative manner
- Abide by the schools internet usage policy.

Students must not:

- Display anti-social behaviour like fighting, stealing, harrasing, bullying, using illegal substances or using bad language
- Enter classrooms until a teacher is present
- Bring food and drinks into the classroom
- Use mobiles / camera phones / digital players in class or bring valuable items to school
- Bring articles which may cause injury or create problems
- Litter, cause damage to, or climb on, property
- Use a car in the school grounds
- Smoke on the school premises.

Important Student Information

Privacy Notice

Please read this notice before completing the enrolment form. The Department of Education uses this enrolment form to collect information about the student, those providing welfare to the student and the student's school. This allows the department to register the student and allocate staff and resources to provide for the student's educational and welfare needs.

The department also uses this information to contact the student, welfare provider or school about enrolment, study or welfare matters. The department may share information with other government departments, government organisations or contracted organisations.

Unless required by law, the department will not share the information with any other organisations without receiving consent.

For further information, please see the department's information Privacy Policy at: www.education.vic.gov.au/Pages/Privacypolicy.aspx

Health Information

Correct health information ensures the Department of Education staff can properly care for the applicant. This includes information about any medical condition or disability the applicant may have. The Department of Education depends on students to provide all relevant health information, as withholding information may put the student's health at risk.

Refund Policy

There is no refund of VSL tuition fees once the student has enrolled.

Complaints Policy

International students should raise any concerns or complaints with the VSL. If the matter is not resolved to the student's satisfaction, the student should access the complaints process at their host school.

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Please return the completed application form with payment to the relevant VSL centre

1. Student Details

Family name:					Given name:				
Date of birth:	D	D	M	M	Y	Y	Y	Y	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Student street address:									
City:			State:				Postcode:		
Phone:					Mobile:				
Email:									

2. Student Visa Details

Nationality on passport:	Country of birth:	Visa subclass:
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3. Parent Details

Parent name:	Mobile:	Parent email
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4. Welfare Provider's Details (person assuming principal welfare responsibility for student while studying in Victoria)

Contact person:	Phone (home):	Phone (work):
Mobile:	Email:	

5. Medical and Special needs

Does the student have any medical conditions, allergies and medications that may be relevant in an emergency? Please specify and then attach details and Management Plans to the form as well as notifying the VSL directly.

Doctor Name:	Phone:	Email:
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In case of emergency, where the student needs urgent medical attention, and I can't be contacted, I give permission to the VSL staff to arrange medical attention:

I agree: _____ (Welfare provider to sign)

6. Emergency Contact

Contact 1 Name:	Phone:
Contact 2 Name:	Phone:

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7. VSL Acceptance

VSL centre:	Language to be studied at the VSL :							
Year level to be studied at the VSL:	Semester:	Semester 1			Semester 2			
Area manager or representative's name:								
Signature:	Date:	D	D	M	M	Y	Y	Y

8. Host School Details

Which type of school is the student currently enrolled in:	Non-government		TAFE college	
Where is the school located:	Within Victoria	Interstate	Overseas	
Name of host school:				
Address of host school:		School stamp (if available)		
Year level currently enrolled at host school:				
Commencement date:	Semester 1		Semester 2 Year 20	
to End date:	Semester 1		Semester 2 Year 20	
Name of contact person at host school:				
Phone:		Email:		

Principal or TAFE administrator's declaration

I certify that the applicant is a full fee paying overseas student enrolled at the school. I have notified the student's parents of the fees, if any, that the student will be charged.

Principal's name:		Signature:							
Date:	D								

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9. Declaration and Agreement

I, _____ and _____
(parent/legal custodian) (student name)

declare that the information on this application form is correct to the best of my knowledge. I have read the VSL 'Important Student Information' section of this application form. I will immediately advise the VSL at vsl@vsl.vic.edu.au and International Education Division, Department of Education, at isfinance@education.vic.gov.au of any changes in address or contact number within seven days. I authorise the VSL to use results or work of the student for its internal/external uses. If used externally, the student's personal details and privacy will be protected.

Parent/legal custodian's name:

Signature: _____ Date:

D	D	M	M	Y	Y	Y	Y
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Student's name:

Signature: _____ Date:

D	D	M	M	Y	Y	Y	Y
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10. Checklist

The application process will not commence until all necessary supporting documentation is provided to the relevant VSL Centre.

<input type="checkbox"/> ALL sections of the application form are completed	<input type="checkbox"/> The student's parent or legal custodian in Australia has signed the form
<input type="checkbox"/> Host school has stamped the application form or completed address details	<input type="checkbox"/> Photocopy of student's passport is attached
<input type="checkbox"/> Host school principal has signed the form	<input type="checkbox"/> Payment attached
<input type="checkbox"/> Student has signed the form	<input type="checkbox"/> Confirm student is enrolled in a school located in Victoria*

*This form cannot be used to enrol a student studying in a school located interstate or overseas

11. Fee Payment

Full year \$1,507	Semester 1 only \$735.12	Semester 2 only \$771.88	Tax invoice/receipt ABN: 52 705 101 522
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Electronic Funds Transfer (EFT) details

Please turn over for EFT details.

EFT instructions

EFT payment should be made separately for each student at your school. Please do not combine payments into one transaction for multiple students to ensure correct allocation of student payments.

Please add a reference for correct traceability or matching of payment and send a copy of receipt quoting student name to isfinance@education.vic.gov.au

Electronic Funds Transfer (EFT) details

Bank Account: Department of Education

BSB: 033-222

Account No: 190015

Reference: VSL_Student full name (or international student number if known)_school

