

Victorian School of Languages 2020 International Student Application Form



The Victorian School of Languages provides quality language tuition in the following languages:

Albanian	Cantonese#	Greek*	Khmer	Portuguese	Telugu
Amharic#	Croatian	Gujarati	Korean	Punjabi	Thai
Arabic*	Dari#	Hebrew	Latin**	Romanian	Turkish
Bosnian	Dinka#	Hindi	Macedonian	Russian	Urdu
Bulgarian#	Dutch	Hungarian	Malay	Serbian	Vietnamese
Chin (Hakha)#	Filipino	Indonesian*	Malayalam	Sinhala	
Chinese-	(Tagalog)	Italian*	Maltese	Spanish*	
Mandarin*	French*	Japanese*	Persian	Swahili#	
Chinese-	German*	Karen#	Polish	Tamil	

*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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2 Treasury Place, East Melbourne, Victoria, 3002.

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

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Victorian Schools of Languages (VSL) International Student Application Form

For international students studying a language (other than English) at government and non-government schools, or TAFE colleges.

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.

2020 Tuition Fees

Fee schedule

Time of commencement (duration of study)	February (Full year)	February (Semester 1 only)	July (Semester 2 only)
Government student	Nil	Nil	Nil
(No additional payment required)			
Non-government school/TAFE college student	\$1,394	\$680	\$714

Preferred Submission Dates

Time of commencement (duration of study)	February (Full year)	February (Semester 1 only)	July (Semester 2 only)
International students	28 January 2020	28 January 2020	13 July 2020

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.

- International students studying at a Victorian government school do not need to pay additional fees to study a language with the VSL.
- International students from non-government schools/TAFE colleges must pay additional fees to the Department of Education and Training.
- Payments can only be made by bank draft, bank cheque, school cheque or money order (personal cheque or cash is not accepted). Cheques and money orders should have student names on the back and be stapled to the application. 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. Please note that forms sent directly to the International Education Division, Department of Education and Training will not be accepted.

You can find a list of VSL locations and contact details 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 (non-government/TAFE college applicants only)
- Return your completed form and payment (if applicable) to your VSL Centre by the cut-off date.

Refer to the VSL website for centre details:
www.vsl.vic.edu.au

Important Student Information

General Information

- All students must provide a photocopy of their passport with their application.
- 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.

Privacy Notice

Please read this notice before completing the enrolment form. This enrolment form requests personal information about the applicant and those providing the welfare to the applicant. This enables the Department of Education and Training, the International Education Division, the Victorian School of Languages and other contracted organisations to register the applicant and allocate correct staff and resources to provide for the applicant's educational and welfare needs.

If you have any concerns about the confidentiality of this information or require more detailed information about privacy policies governing the collection and use of information requested on this form, please contact the Department's Privacy Manager on (03) 9637 3601. The information collected may be shared with other Government departments and contracted organisations concerned with the administration of the International Student Program.

Personal Details

This includes personal information about the applicant. This is to allow Department of Education and Training staff to make contact with the applicant in regard to enrolment matters. All information is kept strictly confidential and the Department of Education and Training will not disclose the information to others without the applicant's consent or as required by law. Students should write their name as it appears on their passport.

Health Information

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

School Details

This information is collected to enable the VSL to contact the applicant's host school in relation to enrolment matters.

Refund Policy

- For non-government school/TAFE college international students, there is no refund of VSL tuition fees once the student has enrolled.

Complaints Policy

The International Education Division of the Department of Education and Training manages the International Student Program and is therefore responsible for managing the complaints process.

- The International Education Division is committed to having mechanisms to deal with complaints impartially, promptly and confidentially. Complaints will be responded to within 10 working days.
- The International Education Division is committed to a transparent, collaborative approach, applying the principles of procedural fairness and natural justice.
- The International Education Division personnel will assess and review the effectiveness of any action taken in a response to a complaint and develop further action if required.
- The International Education Division is committed to managing conflicts of interest to ensure that any commercial, financial or other conflicts of interest do not influence, or could be perceived to influence, complaints processes. Where required, the Division will seek independent or external advice.
- Complainants have the right of appeal and will be advised of further avenues of review.
- Divisional personnel will adopt a case management approach to all complaints. Personnel handling complaints are committed to review and continuous improvement and will act in accordance with divisional policies and procedures established for this purpose.
- Preventative and corrective action will be taken to eliminate problems causing complaints and to improve the quality of products, services and policies.
- The International Education Division will provide accessible information on the complaints process.
- The identity of the complainant will be protected unless permission for disclosure is given.
- The formal investigation of a complaint will normally require that details are lodged in writing.

Victorian School of Languages International Student Application Form 2020

Please return completed application form with payment (if applicable) to the relevant VSL Centre.

1. Student Details

Family name:	Given name:
Date of birth: Day <input type="text"/> <input type="text"/> / Month <input type="text"/> <input type="text"/> / Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Student street address:	
City:	
State:	Postcode:
Phone:	Mobile:
Email: <input type="text"/>	

2. Visa Details

Nationality on passport:	Country of birth:	Visa subclass:
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3. Welfare Provider's Details (person assuming principal welfare responsibility for student while studying in Victoria)

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

4. Special Circumstances

Does the student have any medical conditions, e.g. allergies that may be relevant in an emergency?
Please specify and then attach details to the back of the form as well as notifying the VSL centre directly.

5. Host School Details

Which type of school is the student currently enrolled in: <input type="checkbox"/> Government <input type="checkbox"/> Non-government/TAFE college	
Name of host school:	
Address of host school:	School stamp (if available)
Year level currently enrolled at host school:	
Commencement date: <input type="checkbox"/> Semester 1 <input type="checkbox"/> Semester 2 Year 20____ to End date: <input type="checkbox"/> Semester 1 <input type="checkbox"/> Semester 2 Year 20____	
Name of contact person at host school: <input type="text"/>	
Phone:	Email:
International student ID number: <input type="text"/> (Government schools only)	

Principal's declaration

I certify that the applicant is a full fee paying overseas student enrolled at the school. If the student is enrolled in a non-government school/TAFE college, I have notified the student's parents of the fees, if any, that the student will be charged.

Principal's name:	Signature:
	Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>

6. VSL Acceptance

VSL Centre:	Language to be studied at the VSL :
Year level to be studied at the VSL:	Semester: <input type="checkbox"/> Semester 1 <input type="checkbox"/> Semester 2
Area manager or representative's name:	
Signature:	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"/>

7. 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 as well as the Student Code of Conduct on the VSL website, www.vsl.vic.edu.au, and undertake to abide by the rules. I will immediately advise the VSL and International Education Division, Department of Education and Training of any changes in address or contact number within seven days.

Parent/legal custodian's name:

Signature:	Date:
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Student's name:

Signature:	Date:
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8. 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.

- | | |
|--|---|
| <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 (non-government/TAFE college applicants only) |
| <input type="checkbox"/> Student has signed the form | |

9. Fee Payment (Non-government schools/TAFE college students only)

<input type="checkbox"/> Full year \$1,394	<input type="checkbox"/> Semester 1 only \$680	<input type="checkbox"/> Semester 2 only \$714	Tax invoice/receipt ABN: 52 705 101 522	Cheques and money orders to be made payable to: Department of Education and Training
Payment details				
<input type="checkbox"/> Bank draft, bank cheque, school cheque or money order of \$_____ attached				

Please keep a copy of this application for your own record and subsequent enquiry.
 Please return completed form with payment to the relevant VSL Centre.
 Refer to the website for centre details: www.vsl.vic.edu.au

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