

DEPENDANT APPLICATION FORM

VICTORIAN GOVERNMENT SCHOOLS
INTERNATIONAL STUDENT PROGRAM

Department of Education



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Authorised by the Department of Education,
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This document is also available on the internet at www.study.vic.gov.au

International Education Division

Department of Education

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DEPENDANT INTERNATIONAL STUDENT APPLICATION FORM

This application form is for parents studying or planning to study in Victoria and who wish to enrol their child in a Victorian government school. Please fill in this form if parents hold visa subclasses: 500 Student - Higher Education Sector; or 500 Student - Vocational Education and Training (VET); or 500 Student - ELICOS; or 500 Student - Non-Award.

Children of parents who are studying at a Victorian university for research purposes OR on an Australian Commonwealth Government sponsored scholarship are fee-exempt and can apply directly to individual schools (i.e., parents applying for or holding a 500 Student - Postgraduate Research Sector or 500 Student - Australia Awards and Defence visa).

Apply online

You can lodge your application via our online portal. Please access it 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 and Application Dates

Please refer to **application types** for school term and application dates.

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. A Department of Education (DE) accredited education agent can also assist you with selecting a school and lodging your application. To find a DE accredited education agent, visit www.study.vic.gov.au

Step 2: Apply for school enrolment

Complete the application form and submit it with all required documents to the Department of Education.

There are 2 ways to apply:

1. DE Accredited Education Agents: see the Education Agent Register under *Brochures and Forms* at www.study.vic.gov.au
2. Online at: www.study.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. Applicants will receive an email from us either stating that we have accepted the application or that we require further information to conduct the assessment.

Step 4: Letter of Offer and Written Agreement

Successful applicants will receive a Letter of Offer and Written Agreement to review.

DEPENDANT INTERNATIONAL STUDENT APPLICATION FORM

Application Process

Step 5: Sign Written Agreement

Return a copy of the Letter of Offer and Written Agreement signed by the parents / legal guardian (and the student if aged 18 years and over) by the due date.

Step 6: Receive an invoice

After submitting your signed Written Agreement, you will be sent an invoice.

Step 7: Pay your invoice

Please pay your invoice by the due date to secure your place in a Victorian government school.

Step 8: Receive your Confirmation of Placement Letter

Following acceptance and invoice payment you will receive a Confirmation of Placement (CoP) Letter.

Step 9: Applying for a visa

You will need to submit the Confirmation of Placement Letter to the Department of Home Affairs (DHA) office with your visa application. Please visit the DHA website, www.homeaffairs.gov.au for information on how to apply for a visa and visa requirements.

ACRONYMS

CoE	Confirmation of Enrolment
DE	Department of Education, Victoria
CoP	Confirmation of Placement
DHA	Department of Home Affairs
IED	International Education Division
OSHC	Overseas Student Health Cover
VCAA	Victorian Curriculum and Assessment Authority
VCE	Victorian Certificate of Education
VET	Vocational Education and Training

Fee information

Application Fee

- You will receive an invoice including the \$302 application fee following lodgement of this form. The application fee is non-refundable.

Tuition Fees

- Fees are payable to the Department of Education by BPAY, Electronic Funds Transfer or credit card within Australia, and credit card or telegraphic transfer from overseas.
- The Department of Education is not responsible for any monies paid to an agent or other third party by the student or parent.

Tuition fees do not include

- Books, uniforms, stationery items, school trips, camps, homestay accommodation, visa application or travel costs.
- Optional excursion/school activities that are not a part of the course of study or curriculum.
- Vocational Education and Training (VET) subjects provided by a third party, which may require additional fees for materials and equipment.
- Victorian Curriculum and Assessment Authority (VCAA) Enrolment fee. Students enrolled in any VCE subject units must pay an enrolment fee to the VCAA. Visit www.vcaa.vic.edu.au for more information.
- Further information on fees can be found in the written agreement, see: www.study.vic.gov.au/en/brochures-and-forms/Pages/BrochureForms.aspx

VICTORIAN GOVERNMENT SCHOOLS DEPENDANT INTERNATIONAL STUDENT APPLICATION FORM

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

1. Student Details

Family name:

Given name:

Date of birth:

D

D

M

M

Y

Y

Y

Y

Gender:

Male

Female

Nationality on passport:

Country of birth:

In which country will you be applying for your visa?

Passport number:

Expiry date:

D

D

M

M

Y

Y

Y

Y

2. Contact Details

It is compulsory to complete these details.

- Please note a legal guardian 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 Guardian's* family name:

Father's/Legal Guardian's* given name:

Mother's/Legal Guardian's* family name:

Mother's/Legal Guardian's* given name:

Family contact number: (include country and area codes)

Family email address:

Family Residential Address (Australian address preferred, if known. Otherwise, please enter home country address)

Street Address:

City:

State/Province:

Postcode/Zip:

Country:

Phone (include country and area codes):

VICTORIAN GOVERNMENT SCHOOLS DEPENDANT INTERNATIONAL STUDENT APPLICATION FORM

3. Parent's course enrolment details

Please provide copy of Letter of Offer and Confirmation of Enrolment.

Family name:				Given name:								
Nationality:				Passport number:								
Visa subclass:				Tertiary institution:								
Passport expiry date:	D	D	M	M	Y	Y	Y	Y	Y	Y	Y	Y
Course start date:	D	D	M	M	Y	Y	Y	Y	Y	Y	Y	Y
Visa expiry date:	D	D	M	M	Y	Y	Y	Y	Y	Y	Y	Y
Course end date:	D	D	M	M	Y	Y	Y	Y	Y	Y	Y	Y

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:
Sibling name 2:	Sibling student ID number:
Sibling name 3:	Sibling student ID number:
Sibling name 4:	Sibling student ID number:

5. Special Circumstances

The information you provide will ensure that the student 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:

6. 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: www.betterhealth.vic.gov.au/health/healthyliving/immunisation-status-certificates

VICTORIAN GOVERNMENT SCHOOLS DEPENDANT INTERNATIONAL STUDENT APPLICATION FORM



7. Education History

In what country is the student currently studying?

Current grade/Year level:

How many years of English language has the student studied?

8. Study Plan

Proposed grade/Year level:

(Years Prep – 12 please specify)

Proposed commencement date at your host school:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Term 1

Term 2

Term 3

Term 4

Proposed end date:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

9. 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 (minimum of 5 required) and subjects:

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

VICTORIAN GOVERNMENT SCHOOLS DEPENDANT INTERNATIONAL STUDENT APPLICATION FORM

10. 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 DE.

Copies of the following original documents must be provided:

- in the original language
- translated into English
- 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
<input type="checkbox"/>	n/a	n/a	Birth certificate OR passport page
n/a	<input type="checkbox"/>	<input type="checkbox"/>	School reports including a grading key for the most recent two years
<input type="checkbox"/>	n/a	n/a	A copy of the parent's Confirmation of Enrolment (CoE) or visa
<input type="checkbox"/>	n/a	n/a	A copy of the parent's Letter of Offer
<input type="checkbox"/>	n/a	n/a	Proof of Overseas Student Health Cover (OSHC) (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of medical conditions and special learning needs (if applicable)

11. Preferred Correspondence

Please complete ONE of the following options.

DE Accredited Education Agent Details

Company name:

Contact person:

Email:

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

OR

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

Name:

Street address:

City:

State/Province:

Postcode/Zip:

Country:

Phone:

Mobile:

Email:

VICTORIAN GOVERNMENT SCHOOLS DEPENDANT INTERNATIONAL STUDENT APPLICATION FORM

12. Declaration and Agreement

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

I, the parent or Legal Guardian 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 understand that the application fee and School Transfer fee are not refundable
- I understand that the refund of paid tuition and other fees are subject to the Department of Education's refund policy. I understand that any refund of paid tuition and other fees are subject to the Department of Education'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 in the attached documentation provided is true and correct
- I understand that I must declare to the Department of Education any disability or medical condition that the student may have
- I understand that the Department of Education has the right to reject this application.

Parent's/Legal Guardian's name:

Date:

D

D

M

M

Y

Y

Y

Y

**Parent's/Legal
Guardian's
Signature:**

OR

I, the DE 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's refund policy AND explained that the application fee and School Transfer fee are not refundable.
- I understand that the Department of Education has the right to reject this application.

Agent's name:

Date:

D

D

M

M

Y

Y

Y

Y

**Agent's
signature**

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

