

2009 Victorian School of Languages Application Form

Victorian School of Languages
International Student Program



Every
child,
every
opportunity



Victorian School of Languages (VSL) International Student Application Form 2009

For international students studying a language other than English (LOTE) at Government, 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). 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.

2009 Tuition Fees

Fee Schedule 2009

School	Commencing Term 1 (Full year)	Commencing Term 3 (Semester 2 only)
Application closing dates	6 March 2009	7 August 2009
Government student	\$0 (No additional payment required)	\$0
Non-Government School/ TAFE college student	\$1,030	\$527.52

Application Process

The 3 steps of your enrolment

- Step 1:** Contact the VSL Centre to see if there is a place available (Host school will assist).
- Step 2:** Student and host school complete an application form and submit it with payment to the relevant VSL Centre.
- 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 college must pay additional fees to the Department of Education and Early Childhood Development.
 - Fees must be made payable to the Department of Education and Early Childhood Development (DEECD) and attached to the application form.
 - Payments are only accepted in: Money Order or Bank Cheque (personal cheque, school cheque or cash are not acceptable).
- Step 3:** The VSL Centre Area Manager or Representative signs the form.

Application Checklist

- Completed application form
- School stamp (or school number)
- Principal's signature
- VSL Area Manager's signature
- Student's signature
- Copy of passport (Non-Government school/TAFE college applicants only)
- Payment attached (Non-Government school/TAFE college applicants only)

Important Student Information

- Students from a Non-Government School/TAFE college must provide a copy of their passport with their application and payment;
- Only secondary school international students may apply for the VSL;
- If you are absent for any session, supply a medical certificate. Please note if you miss 20% 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, who in turn will also notify your host school; and
- 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 Early Childhood Development, Victorian Government Schools, 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 Early Childhood Development staff to make contact with the applicant in regards to enrolment matters. All of this information is kept strictly confidential and the Department of Education and Early Childhood Development 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 Early Childhood Development 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 Early Childhood Development 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 Victorian School of Languages (VSL) to contact the applicant's host school in relation to enrolment matters.

Refund Policy

- As there is no fee for VSL for Victorian Government School international students, any refunds will be processed in line with the Refund Policy documented in the Victorian Government Schools' Standard International Student Application Form; and
- For Non-Government school/TAFE College international students, there is no refund of VSL tuition fees once the student has commenced.

Complaints Policy

- The International 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 Division is committed to a transparent, collaborative approach, applying the principles of procedural fairness and natural justice;
- The International 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 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 Division will provide accessible information on the complaints process;
- The identity of the complainant will be protected unless permission for disclosure is given; and
- The formal investigation of a complaint will normally require that details are lodged in writing.

6. VSL Acceptance

VSL Centre:	Language to be studied at VSL :
Year Level to be studied at VSL:	Commencing: <input type="checkbox"/> Term 1 <input type="checkbox"/> Term 3
Area Manager or Representative's Name:	
Signature:	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

7. Parent/Legal Custodian's and Student's Declaration

I, _____

declare that the information on this application form is to the best of my knowledge correct. 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.gov.au, and undertake to abide by the rules. I will immediately advise the VSL and International Education Division, Department of Education and Early Childhood Development (DEECD) of any changes in address.

Parent/Legal Custodian's Name:	
Signature:	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>
Student's Name:	
Signature:	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

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.

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

Albanian	Chinese-Mandarin*	French*	Italian*	Macedonian	Serbian	Tigrinya#
Amharic#	Chinese-Cantonese	German*	Japanese*	Maltese	Sinhala	Turkish
Arabic*	Croatian	Greek*	Karen	Persian	Somali	Vietnamese
Auslan	Dari#	Hebrew	Khmer	Polish	Spanish*	
Bengali#	Dinka	Hindi	Korean	Portuguese	Swahili	
Bosnian	Dutch	Hungarian	Latin**	Punjabi	Syriac	
Bulgarian#	Filipino (Tagalog)	Indonesian*	Lithuanian#	Russian	Tamil	

*Also available by distance education. ** Distance education only. # NOT accredited as Victorian Certificate of Education subjects.



Published by the Communications Division
for International Education Division
Department of Education and
Early Childhood Development
Melbourne
December 2008

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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/download.htm

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CRICOS Provider Code: 00861K