Temporary Application Form

2008

Department of Education and Early Childhood Development
Victoria, Australia

CRICOS Provider Code: 00861K
Congratulations on your decision to enrol in a Victorian Government School. 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.

Complete application must be lodged with the International Student Program Unit of the Department of Education and Early Childhood Development.

The Department strongly recommends sending your application a minimum of two weeks before the scheduled commencement date.

**Application Process**

**Step 1: Information about studying in Victorian Government Schools**
Read the terms and conditions of entry into Victorian Government Schools, and visit www.study.vic.gov.au for further information about studying in Victoria.

**Step 2: Apply**
Complete the Application Form and return it with the required documents to your agent or the International Student Program Unit (ISPU). The application form must be completed and signed by the applicant’s parent or legal guardian. The application form must clearly display the acceptance from the nominated host school, including school stamp, year level of entry, dates of study and be signed by the host school principal. Please ensure you provide the following with this application:
- a photocopy of the student’s birth certificate or passport
- signature of the principal of the school/English Language Centre the student wishes to attend; and
- signature of one of the student’s parents or legal guardian;

• full payment of application and tuition fees.

**Step 3: Application Assessment**
The application will be received by the ISPU and assessed to determine entry into a Victorian Government School. To ensure applications are assessed quickly, please ensure that all relevant documentation and payment is provided.

**Step 4: Confirmation**
Once payment has been finalised we will send confirmation to you or your agent, and notify the school. The applicant may start school from the agreed commencement date.

**School Term Dates and Application 2008 - 2010**

Complete application must be lodged with the International Student Program Unit of the Department of Education and Early Childhood Development.

The Department strongly recommends sending your application a minimum of two weeks before the scheduled commencement date.

**School Term Dates 2008 – 2010**

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
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</thead>
<tbody>
<tr>
<td>2008</td>
<td>29 January to 20 March</td>
<td>7 April to 27 June</td>
<td>14 July to 19 September</td>
</tr>
<tr>
<td>2009</td>
<td>28 January to 3 April</td>
<td>20 April to 26 June</td>
<td>13 July to 18 September</td>
</tr>
<tr>
<td>2010</td>
<td>27 January to 26 March</td>
<td>12 April to 25 June</td>
<td>12 July to 17 September</td>
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Enrolment and Fee Payment

- All fees specified by the International Division, Department of Education and Early Childhood Development must be paid before the student can commence;
- Fees payable must be calculated by referring to the 2008 Tuition Fees;
- Fees are payable by credit card, bank draft, bank cheque, money order or telegraphic transfer and must be made payable to the Department of Education and Early Childhood Development upon submission of application to ISPU;
- The Department of Education and Early Childhood Development is not responsible for monies paid to an agent by the student, parent or legal custodian; and
- Payment of application and tuition fees must accompany the application form.

Application Fee

- Applications must be accompanied by payment of the $200 application fee. Payment can be made either directly to the Department of Education and Early Childhood Development or through a DEECD accredited education agent. The fee is non-refundable.

Tuition Fees

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

To calculate fees payable:
1. Using the Number of Weeks column in the fee schedule, determine the number of weeks the student will be at school during the school term.
2. Look across the column to indicate the program of enrolment.
3. Note down the term dates in the application form when calculating fees payable.
4. Ensure payment of the application and tuition fees accompany the application form.

Terms and Conditions

A Temporary Fee Paying Overseas Student can only study for a maximum of 12 weeks per visit to Australia.

Information

The Department of Education and Early Childhood Development only accepts responsibility for information given to international students provided:
- In the Department of Education and Early Childhood Development’s own publications;
- By the Department of Education and Early Childhood Development employees;
- By the Department of Education and Early Childhood Development’s registered international representatives;
- By Australian government agencies including Australian Education International and the Australian Education Centre; and
- Temporary students are not able to gain qualifications as a result of their study in a Victorian Government School.

Notification

The parent or student must notify the International Division, Department of Education and Early Childhood Development immediately if:
- The student is withdrawn from a school/English Language Centre (ELC);
- There are any changes to the student’s visa status;
- There are any changes to the details of the parent or student set out in the application form;
- The student’s studies are terminated; or
- The student plans to study beyond the expected visa expiration date.

Cancellation

- A student is only enrolled for the period their tuition fees are paid;
- All students are bound by their host school’s code of conduct. Failure to adhere to these regulations may lead to the suspension or cancellation of a student’s enrolment without refund. Copies of the code of conduct are available from the host school the student is attending; and
- Primary school students who are not living with a parent or relative will have their enrolment cancelled.

Extension

- To extend the enrolment period up to the maximum of 12 weeks, please contact the International Division. Please allow 5 working days to process the extension. Extensions beyond 12 weeks of study require a new visa.
**Requirements**

**Age requirements**
- Student must be at least 6 years old as at the scheduled course commencement date.
- 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
- The Department of Education and Early Childhood Development has the right to reject an application at any stage of the enrolment process.

**Responsibilities**

As part of a student's enrolment, the host school and the Department of Education and Early Childhood Development provide students with:
- A staff member to act as their International Student Coordinator to oversee student services and pastoral care;
- The same instruction and education services as all students;
- An orientation program on arrival; and
- Counselling and ongoing support;

The Department of Education and Early Childhood Development may/can suspend or cancel the enrolment of a student for misbehaviour.

Parents must ensure:
- Their child has a valid passport and visa;
- All living expenses and return airfares are met;
- All applicable fees are fully paid for the duration of the student's enrolment;
- They notify the Department of Education and Early Childhood Development immediately upon cancellation or change to their child's visa status;
- Their child resides at their nominated accommodation arrangements;
- If the student is enrolled in primary school that at least one parent is living with the student for the duration of the student's enrolment.

Students must ensure that they:
- Abide by their host school's Code of Conduct including the welfare and accommodation policy of their host school;
- Comply with all visa conditions; and
- Do not engage in any activity that may endanger the safety of themselves or any other person.

**International Student Program - Key Policies**

**Complaints and Appeals Policy**
- The International Student Program Unit (ISPU) is committed to having mechanisms to deal with complaints impartially, promptly and confidentially;
- The formal investigation of a complaint will require that details of the complaint are lodged in writing;
- Complaints will be responded to within 10 working days;
- There is no cost associated in lodging a complaint with ISPU;
- The identity of the complainant will be protected unless permission for disclosure is given;
- The ISPU will maintain a student’s enrolment and accommodation/welfare arrangement while the internal complaints process is ongoing unless extenuating circumstances relating to the welfare of the student apply. This does not necessarily mean that a student must remain in class;
- Complainants will be provided with a written statement of the outcome, including details and reasons for the decision;
- Complainants have the right of appeal and will be advised of further avenues of review;
- ISPU has arrangements in place for an independent external body to hear the complaints or appeal where the internal complaints process has been completed and the student remains dissatisfied; and
- If the outcome of a complaint, either external or internal, is favourable to the student, ISPU will immediately advise the student of this and implement any decision and/or corrective and preventative action required.
- This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

**Privacy Policy**
- The enrolment form asks for personal information about the applicant as well as the applicant’s family members and other carers. The purpose of collecting this information is to allow the Department of Education and Early Childhood Development, Victorian Government Schools, and other contracted organisations to register the applicant and allocate staff and resources to ensure their educational and welfare needs. The information collected may be shared with other Government departments and contracted organisations concerned with the administration of the International Student Program Unit (ISPU).

**Student details**
- This includes information about a person’s country of birth, English language level and current level of study. This is used by the Department of Education and Early Childhood Development to determine the appropriate type and level of schooling for the applicant. All of this information is kept strictly confidential and the Department of Education and Early Childhood Development will not disclose it without consent, unless required by law.

**Emergency contacts**
- These are people whom the Department of Education and Early Childhood Development may need to contact in an emergency. Please ensure the people named are aware that they have been nominated and agree to their details being provided to the Department of Education and Early Childhood Development.

**Family details**
- This information is collected to enable information about student enrolment and progress to be supplied to the applicant’s parents. ISPU should be informed as soon as possible about any changes to family arrangements. Information will only be given to those nominated on the application form.

**Health information**
- Health information helps the Department of Education and Early Childhood Development staff to properly care for the applicant. Please include information about any medical condition or disability. Information regarding the applicant’s name, date of birth, gender and health cover status is required by the Overseas Student Health Cover (OSHC) provider for the payment of medical insurance.

**Visa status**
- This information enables the Department of Education and Early Childhood Development to process the applicant’s enrolment and comply with the Department of Immigration and Citizenship regulations.

**Welfare and arrival**
- This information will ensure the applicant’s safety and welfare on arrival and their appropriate living arrangements.

**School placement**
- This information enables the applicant to express a preference for a particular school.

**Dependant students**
- This information is collected to ensure the appropriate fee level is charged to the applicant and to ensure compliance with the Department of Immigration and Citizenship regulations.

**Information**
- Information on the privacy policy can be obtained from the Department’s Privacy Manager on +613 9637 3601.

**Refund Policy**
Applications and tuition fees are not refundable under any circumstances except in the case described below:
- If a student is granted permanent residency or obtains a visa which exempts them from international student fees they are eligible for a refund from the date their permanent residency or new visa is granted.
## Student Details

**Family Name:**

**Given Name:**

**Date of birth:**

**Gender:**

**Nationality on passport:**

**Country of birth:**

**Passport No:**

**Visa Subclass:**

**Passport expiry date:**

**Visa expiry date:**

**Male**

**Female**

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### Provider Code: 00861K

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**Victorian Government Schools**

**Temporary International Student Application Form 2008**

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If applying through an accredited education agent, please list name:

Accredited agent name: ___________________________

Contact person: ___________________________

Email address: ___________________________

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**Visit [www.study.vic.gov.au](http://www.study.vic.gov.au) for a list of DEECD accredited agents. Applications from other agents are not accepted, and will not be processed.**

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### 1. Preferred Contact For Correspondence

<table>
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<tr>
<th>Name:</th>
<th>Street Address:</th>
<th>City:</th>
<th>State/Province:</th>
<th>Postcode/zip:</th>
<th>Mobile:</th>
<th>Phone:</th>
<th>Email:</th>
</tr>
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### 2. Student Details

<table>
<thead>
<tr>
<th>Family Name:</th>
<th>Given Name:</th>
<th>Date of birth:</th>
<th>Gender:</th>
<th>Nationality on passport:</th>
<th>Country of birth:</th>
<th>Passport No:</th>
<th>Visa Subclass:</th>
<th>Passport expiry date:</th>
<th>Visa expiry date:</th>
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### 3. Family Details

<table>
<thead>
<tr>
<th>Father’s Family Name:</th>
<th>Father’s Given Name:</th>
<th>Mother’s Family Name:</th>
<th>Mother’s Given Name:</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>Home Street Address:</th>
<th>City:</th>
<th>State/Province:</th>
<th>Postcode/zip:</th>
<th>Mobile:</th>
<th>Phone:</th>
<th>Email:</th>
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**PLEASE TEAR ALONG PERFORATED LINE**
4. Accommodation Details in Victoria

Please select who the student will live with: [ ] Parent [ ] Relative [ ] or Family friend* (*Primary School students must live with a parent or close relative.)

Street Address: 

Suburb: 

State: 

Postcode: 

Phone: 

Mobile: 

Email: 

5. Special Circumstances

Students often participate in sports and other activities at school. Has the student been diagnosed with a condition that a medical practitioner should be aware of if treatment is required? If so, please provide details:

______________________________________________________________________________________________________

Does the student have an intellectual, social or physical disability that may require additional support in a school environment? If so, please provide details:

______________________________________________________________________________________________________

Has the student any history of violent and/or anti-social behaviour? If so, please provide details:

______________________________________________________________________________________________________

6. Host School Details

Name of school: 

Grade/Year level: 

Commencement date: / / 

End date: / / 

7. Principal’s Declaration and Acceptance

I have sighted the original passport, visa, and immunisation documents. This enrolment does not displace any local students and I am prepared to accept:

Student name: 

Principal’s Name: 

Signature: 

Date: / / 

8. Parent’s Declaration and Signature  (This section must be completed by the parent.)

I have read and understood, or have had translated to me, the terms and conditions of enrolment set out in this application. I agree that I must comply, and ensure my child complies with the terms and conditions of enrolment.

I consent to my child attending and participating in school activities, including excursions and trips arranged by the school. I, the parent, consent for my child to live with my relative/friend. I am aware and take full responsibility of the welfare and accommodation arrangements made by my relative/friend for the care of my child for the duration of study at the Victorian Government School.

Parent’s Name: 

Signature: 

Date: / / 

Provider Code: 00867K
10. Checklist
An incomplete application may cause delays in processing. To ensure your application is processed quickly, please complete the application by ticking the boxes below.

The Application Form
- I have read and understood the terms and conditions of enrolment
- I have completed all sections of the application
- A parent has signed the application
- A principal has signed the principal’s declaration
- I have provided the application fee of $200 and applicable tuition fee (original bank cheque, money order, etc. required)

Compulsory documentation (translated and certified)
- A photocopy of the student’s birth certificate or passport

 Desired Documentation if available
- A photocopy of the student’s visa
- Immunisation certificate

11. How Did You Find Out About Us?
How did you hear of Victorian Government Schools’ International Student Program? (Please tick more than one box if necessary.)
- Education Agent
- www.study.vic.gov.au website
- Internet
- Exhibition/seminar
- Promotional material
- Advertisement
- Friend / relative
- Other (please specify)

12. Application Fee Payment
Each application to study at Victorian Government Schools costs $200. This is a non-refundable fee to cover administration costs, regardless of whether the student’s application has been successful.

<table>
<thead>
<tr>
<th>Application Fee:</th>
<th>$200</th>
<th>Tuition Fee:</th>
<th>$</th>
<th>Total amount payable:</th>
<th>$</th>
</tr>
</thead>
</table>

Student Name:

Credit card details
- Visa
- Mastercard

Card No.: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Expiry Date (month/year): [M] [ ] / [Y] [ ]

Cardholder’s Signature:

Cardholder’s Name:

Billing Address:

Phone:

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