

# Melbourne Australia

Application Form  
Full Fee Paying Overseas Student  
2005

**Victorian Government Schools**

DEPARTMENT OF EDUCATION AND TRAINING  
VICTORIA, AUSTRALIA



**Knowledge&Skills**  
Building a Future



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# Important Dates

## Term Dates

### 2005

Term 1: 27 January to 1 April
Term 2: 18 April to 24 June
Term 3: 11 July to 16 September
Term 4: 3 October to 21 December

### 2006

Term 1: 30 January to 10 March
Term 2: 27 March to 16 June
Term 3: 3 July to 15 September
Term 4: 2 October to 21 December

## Lodgement of Initial Application

### (Country Assessment Levels 1&2) or PVA (AL 3&4)

This must be lodged with DE&T by the cut-off dates listed below.

Applications received after the cut-off date will only be considered for the following term.

Applications for PVA approval must be lodged within 28 days from receipt of the preliminary offer letter.

## Course Commencement Date      Application Cut-off Date

### 2005

Term 1: 27 January	26 November 2004
Term 2: 18 April	18 March 2005
Term 3: 11 July	10 June 2005
Term 4: 3 October	9 September 2005

### 2006

Term 1: 30 January	20 December 2005
Term 2: 27 March	27 February 2006
Term 3: 3 July	1 June 2006
Term 4: 2 October	1 September 2006

# Fee Payments

The following table indicates the fees to be paid according to the student's anticipated date of commencement at school, eg if a student commences in Term 1 they are required to pay the application fee, OSHC, and tuition fees for Terms 1 – 4.

Student Commencing	Application Fee	OSHC	Term 1 Fees	Term 2 Fees	Term 3 Fees	Term 4 Fees	Term 1 Fees	Term 2 Fees
Term 1	✓	✓	✓	✓	✓	✓		
Term 2	✓	✓		✓	✓	✓		
Term 3	✓	✓			✓	✓		
Term 4	✓	✓				✓	✓	✓
✓ Indicates payment to be made according to commencement date								Following Year

## Tuition Fees

- an invoice for payment of tuition fees will be sent to the student together with the offer letter. This is payable via credit card, bank cheque, bank draft or by telegraphic transfer, made payable to DE&T.
- tuition fees do not cover books, uniforms, stationery items, school trips or camps or homestay accommodation.
- students must pay their tuition fees by the due date stated on their invoice or the offer of enrolment will be cancelled.
- DE&T is not responsible for any monies paid to an agent by the student or parent.
- English language tuition, if applicable, is incorporated in the yearly tuition fee.
- a sibling discount of 10% is offered in each year, to families with more than one child enrolled at a Victorian government school. Where there are 2 or more siblings the discount applies to the student with the lowest fees.
- Tuition fees and other charges are subject to change and may vary from year to year. Any increase in fees during the period of study will apply to both new and continuing students

## For VCE Students

- students enrolled in any VCE subject units must pay an enrolment fee to the Victorian Curriculum and Assessment Authority (VCAA) after enrolment in the VCE program has been finalised.
- the enrolment fee for a full VCE in Year 12 (five subjects) is currently A\$326.60.
- This fee is in addition to tuition fees.
- the enrolment fee is indexed to the CPI and may vary from year to year.
- enrolment in a VET in schools course may require additional fees.
- further information is available at [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

## Airport Transfer Fee

Students requesting pick-up and transfer from Melbourne International Airport to their accommodation will be charged a non-refundable A\$100 Airport Transfer Fee, on acceptance of an offer.

## Accommodation Placement Fee

Students not living with a relative will be charged a non-refundable A\$200 accommodation placement fee.

## Full Fee Paying Overseas Student

Fee Type	A\$
Application Fee (non-refundable)	\$200 per application
<b>Tuition Fees</b>	
<b>Primary</b> (Prep – Grade 6) (CRICOS 019047G)	\$7,550 per student per year
<b>Junior Secondary</b> (Year 7 – 10) (CRICOS 019048F)	\$10,350 per student per year
<b>Senior Secondary</b> (Year 11 – 12) (CRICOS 019048F)	\$11,550 per student per year
<b>Overseas Student Health Cover</b>	\$324 per student per year
<b>Accommodation Placement Fee</b> (if applicable)	\$200 per student
<b>Airport Transfer Fee</b> (if applicable)	\$100 per student
<b>Dependant Student Tuition Fees</b>	
Fee Type	A\$
Application Fee	Not applicable
<b>Tuition Fees</b>	
<b>Primary</b> (Prep – Grade 6) (CRICOS 019047G)	\$5,813 per student per year
<b>Junior Secondary</b> (Year 7 – 10) (CRICOS 019048F)	\$7,763 per student per year
<b>Senior Secondary</b> (Year 11 – 12) (CRICOS 019048F)	\$8,663 per student per year
<b>Overseas Student Health Cover</b>	Family cover through parent(s)
<b>Accommodation Placement Fee</b>	Not applicable
<b>Airport Transfer Fee</b>	Not applicable

Students with disabilities pay fees according to the level of disability. Please visit [www.study.vic.gov.au/students/disability.asp](http://www.study.vic.gov.au/students/disability.asp) for information on tuition fees.

# Important General Information

- applications must be accompanied by a fee of A\$200 (except for full-fee dependants) and can be made either directly to the Department of Education and Training (DE&T) or through a DE&T registered agent. A list of these agents is available from [www.study.vic.gov.au](http://www.study.vic.gov.au)
- before filling in this application form please make sure you have read and understood the Fee Payment and Refund Policy located on page 5.
- students applying from Assessment Level 3 and 4 countries should allow at least six months for the application process. Please visit the DIMIA website at [www.immi.gov.au](http://www.immi.gov.au) for country Assessment Level classifications.
- the application form will not be processed unless all relevant sections have been completed and all requested documentation is attached (see Checklist on page 12).
- a glossary of terms is located in the application form on page 12.

## Responsibilities

Victorian government schools only accept responsibility for information given to overseas students provided:

- in the prospectus
- by Victorian government school personnel
- by DE&T's accredited overseas representatives
- by Australian government agencies including the AEI/AEC.

DE&T neither represents nor guarantees that the student will:

- be accepted for enrolment
- successfully complete studies
- successfully complete the VCE
- gain entry into a tertiary institution.

## Applying

- DE&T will issue only one preliminary offer letter.
- tuition fees are payable upon receipt of invoice and not before.
- students from Assessment Level 3 and 4 countries will be sent a preliminary offer letter and must undergo a Pre-Visa Assessment (PVA) within 28 days of receiving their preliminary offer except for applications processed under DIMIA's eVisa trial. For more information about PVA or eVisa visit the nearest Australian Embassy, High Commission or Consulate or go to [www.immi.gov.au](http://www.immi.gov.au)
- Electronic Confirmation of Enrolment Certificate (eCoE) will be issued when the original application form and all certified documents have been received by ISPU and payment of the tuition fees has been received by DE&T.
- any copies of documents submitted must be certified as true copies of the original documents by an authorised person in the country concerned. The status and identity of the certifying individual should be clearly stated on the documents.
- faxed applications and documentation will be accepted provided that original documents are forwarded.
- all documents must be provided in the original language and translated into English.

## Application Process

Information about our application process is available from our website [www.study.vic.gov.au/students](http://www.study.vic.gov.au/students)

# Terms and Conditions of Enrolment

## Important Information

- the student's parent must sign the application form.
- all required documents must accompany the application form. Please refer to the Checklist on page 12.
- the Terms and Conditions of Enrolment of this application form override all previous ones.

## Age Requirements

- the minimum age set by DIMIA for a full-fee-paying international student for enrolment at a Victorian government school is 6 years of age of the year of enrolment. (If you are from AL 1 or 2.)
- the minimum age for a student arriving on their parent's student visa, i.e. a dependent student is 5 years of age as at 30 April of the year of enrolment.
- the maximum age for enrolment at a Victorian government school (VGS) at commencement of school is as follows:
  - if undertaking Year 9, the student must be less than 17 years of age
  - if undertaking Year 10, the student must be less than 18 years of age
  - if undertaking Year 11, the student must be less than 19 years of age
  - if undertaking Year 12, the student must be less than 20 years of age.

## Minimum Academic Requirements

To meet the academic criteria to be considered for enrolment in a VGS, the applicant must have passed 50% of all subjects undertaken over the past two years.

DE&T has the right to reject an application at any stage of the enrolment process.

## Minimum English Requirements

Students who are unable to provide an IELTS or an approved English language test score will be enrolled in a 20-week English Language course (subject to assessment). This excludes Chinese students. If the student has enrolled at a private English language provider please provide evidence of an offer letter.

Students from AL 4 countries who are over 16 years of age at the time of application must provide evidence of an IELTS test. Those students who do not take a test may apply through an agent who has access to the DIMIA waiver. A list of these agents and approved English language tests is available from our website [www.study.vic.gov.au](http://www.study.vic.gov.au)

For information on direct entry please visit [www.study.vic.gov.au](http://www.study.vic.gov.au). For information on the DIMIA waiver please visit [www.immi.gov.au](http://www.immi.gov.au)

## School Transfer

- twelve months after enrolment with VGS a student may apply to transfer to another VGS school.
- unless otherwise agreed to by the General Manager ID, any transfer or second application requests must start at the beginning of the school year.
- all transfers are subject to approval by the ISPU and the prospective host school.
- all requests to transfer to another government school incur a non-refundable A\$500 secondary application fee.

## Responsibilities

The school and DE&T will provide students with:

- the same instruction and educational services as all students
- orientation programs
- introduction to the school community
- counselling and ongoing support
- a minimum of two written school reports per year
- a staff member to act as the Overseas Student Coordinator and oversee student services and pastoral care

# Refund Policy

## Important Information

The following are not refundable:

- application fees.
- the Accommodation Placement Fee is not refundable if a student requests homestay accommodation service and either prior to or after arrival in Australia the student declines the accommodation service. This includes approval of a nominated homestay.
- the Airport Transfer Fee is not refundable if a student requests airport transfer service and either prior to or after arrival in Australia the student declines the airport transfer service.

Tuition fees are not refundable if:

- a student fails to comply with the performance conditions and student code of conduct of any Victorian Government School.
- after arrival in Australia a student fails to meet the student visa conditions.

## Partial Refund

Students are eligible for a refund of tuition fees paid, less a 20% administration fee when:

- the student has received a preliminary offer but is refused a visa to enter Australia.
- if a student withdraws or fails to commence the course for any reason after paying tuition fees and does not advise the ISPU in writing at least four weeks prior to the anticipated start date.

## Refunds after Commencement of School

International students granted permanent residency are entitled to a refund of tuition fees.

Proof of permanent residency must be provided to the ISPU.

DE&T will refund tuition fees for any weeks not yet commenced, following the receipt of satisfactory proof of permanent residency status.

## Payment of Refund

- if a student withdraws for any reason after commencement, written notification must be given to the General Manager, ID. DE&T will retain all tuition fees paid for the current term, plus all tuition fees paid for the following term. In addition, the DE&T will retain a 20% administration fee of the annual tuition fees applicable for the year in which the student

withdraws. The refund will be made within four weeks of receiving all relevant documentation.

- DE&T may cancel a student's enrolment up to one month before the start of a course without explanation and a full refund will be provided within two weeks.

## Refund Process

- refunds will be processed once evidence is provided that the student has returned to their home country and DE&T is satisfied that their visa has been cancelled. The ISPU will need to have a copy of the cancelled visa or copy of the passport showing the departure stamp before a refund will be processed.
- refunds will not be made to third parties unless specified on this application form.
- tuition fees will not be transferred to other educational institutions except in exceptional circumstances and at the discretion of the General Manager, ID, DE&T.
- if a student is transferring to another education provider, a copy of the new eCoE is required.

## Refunds for Cancellation of Enrolment

- failure to pay tuition fees by the specified date will result in cancellation of enrolment.
- if student attendance falls below 80% and academic performance is not satisfactory the enrolment will be cancelled without refund.
- failure to adhere to Student Discipline regulations may lead to the cancellation of enrolment without refund. Copies are available from the school.

The terms and conditions of this Refund Policy override any previous terms and conditions of refund. Changes to the Refund Policy are ongoing. Please contact the ISPU, DE&T to confirm the policy in place.

The complaint procedure contained in these Terms and Conditions of Enrolment is available to a student in the event of a grievance in relation to a claimed refund. However, nothing prevents the student from exercising the right to pursue all other legal remedies.

This agreement does not remove the right to take further action under Australia's consumer protection laws.

A request for a refund MUST be made in writing by a parent.

- intensive English language tuition before commencement and ongoing English as a Second Language support if required
- welfare and accommodation arrangements if requested by parents
- a representative of the school, an airport pickup service or the Homestay provider to meet them at Melbourne Airport then take them to their arranged accommodation, if requested.

Parents must ensure:

- students have required passport and visas
- all living expenses and return airfares are met
- applicable fees are fully paid
- the ISPU is notified immediately upon cancellation or change to the student's visa status
- the student resides at the nominated residence. If this changes the school must be immediately notified in writing (within seven days of the change of address). Failure to do so will result in the cancellation of the student's visa.
- if the student is enrolled at a primary school, at least one parent is living with the student for the duration of the student's enrolment, unless otherwise agreed to by the General Manager, ID.
- all international students must have health insurance through the

Overseas Student Health Cover (OSHC) scheme for every year that they study in Australia, and fees may vary annually. OSHC payment can be made through DE&T or students may make their own arrangements for health cover.

Students must ensure:

- they abide by the school's Code of Conduct including the welfare and accommodation policy of their school
- they are compliant with all visa conditions
- they must not engage in any activity that may endanger the safety of the student or any other person.

## Grievance Procedure

Complaint(s) must be made in writing and sent to the school principal regarding school related matters, or to the Manager, ISPU for all other matters.

The principal will attempt to resolve the complaint(s) but if not resolved to the satisfaction of the student, parent or nominee, a copy of the written complaint together with the reasons for the grievance may be forwarded to the General Manager, International Division, DE&T for review.

# Homestay Accommodation

## What is Homestay?

Homestay is full-board accommodation offered by a family, couple or single person for which a set weekly fee is charged covering food and accommodation but excludes telephone expenses. A\$200 will be charged for the initial accommodation placement.

Students are provided:

- a single room for the student's use
- three meals a day, seven days a week
- facilities – a bed, wardrobe, towels and linen
- fuel – gas, electricity, heating and water costs
- cleaning services of common living areas
- use of living areas within the residence.

All homestay families undergo a police check and are monitored by the host school throughout the student's enrolment at a VGS.

Upon arrival, students will be informed of house rules, the use of household facilities such as the washing machine and water use, rules regarding telephone use etc. Students will be asked to sign a homestay agreement acknowledging the homestay rules such as internet access, visits by friends, rent payment, daily timetable etc.

## Cost and Payment

Upon arrival the cost and payment terms will be determined between the student, parents and the homestay provider. Depending on facilities, services and location it is usually between A\$200 - \$250 per week.

Two weeks' payment in advance plus a bond equal to two weeks' rent may be required. The bond is refundable at the termination of the homestay agreement after all expenses, repairs or damage (if any) have been paid for. (See 'Damage to Property'.)

In the case of holidays and providing the student intends to return, a payment of up to 50% of the rent may be required to cover the student's absence.

Where a student moves out of a homestay they must give at least two weeks' notice to the homestay provider and host school. Giving less than two weeks' notice may forfeit the bond.

Alternatively, if a homestay provider wishes to terminate the homestay agreement, at least two weeks' notice must also be given to the student and host school.

## Safety and Security

After the student is given a house key all security rules are explained. At all times privacy is important, and personal possessions and personal space are respected.

If after-school activities keep a student at school, the student must notify their host family. Although it is reasonable to expect students to be home at a specified time during the week, other arrangements may be made for returning later on weekends.

A student must have written permission from their parents or legal custodian and all relevant contact details if they wish to stay away overnight.

## Damage to Property

Students and/or their parents are required to reimburse homestay providers for any damage to property caused by the student during the student's time of residence.

## Complaint Procedure

Complaints that cannot be resolved by either the homestay provider or the student are referred in writing to the host school.

# Privacy Notice

## Please read this notice before completing the enrolment form.

This 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 DE&T Victoria, Victorian Government Schools (VGS), and other contracted organisations to register the applicant and allocate staff and resources to ensure their educational and welfare needs.

If you have any concerns about the confidentiality of this information 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.

## Student Details

This includes information about a person's country of birth, English language level and current level of study. This is used by DE&T to determine the appropriate type and level of schooling for the applicant. All of this information is kept strictly confidential and DE&T will not disclose it without consent or unless required by law.

## Emergency Contacts

These are people whom DE&T 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 DE&T.

## Family Details

This information is collected to enable information about student enrolment and progress to be supplied to the applicant's parents.

Please tell us 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 DE&T 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 are required by Medibank Private for the payment of medical insurance.

## Visa Status

This information enables DE&T to process the applicant's enrolment and comply with DIMIA regulations.

## Welfare and Arrival

This information will ensure the applicant's safety and welfare on arrival.

## 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 DIMIA regulations.



Please return form to:

International Student Program Unit
Department of Education and Training
GPO Box 4367
Melbourne Victoria 3001
Australia
Tel: +61 3 9651 3700
Fax: +61 3 9651 3981
Email: international@edumail.vic.gov.au
Internet: www.study.vic.gov.au/students

Agent details/stamp

SECTION A - STUDENT DETAILS

To be completed by all students. The Department of Education and Training privacy policy protects individual rights to privacy.

1 Student Details

Family name:
Given names:
Date of birth:
Country of birth:
Nationality:
Passport number:
Passport expiry date:
Gender:
Father's full name:
Mother's full name:
Address in home country:
City:
Province/State:
Country:
Zip/Postcode:
Telephone:
Facsimile:
Email:

Do you have Overseas Student Health Cover membership?
Yes No
If yes, please provide membership number:
Expiry date:

Have you previously attended a Victorian government school?
Yes No

- If yes, did you attend as a:
Member of a study tour
Temporary Student (< 3months)
Member of a sister school visit
Exchange program
Full-fee-paying international student

Does the student have a brother or sister enrolled at a Victorian government school?
Yes No
If yes, which school are they attending?

Student name:

Student ID number:

Age of sibling:

3 Visa Status

Are you applying for Permanent Residency in Australia?
Yes No

4 Contact Details or Nominated Preferred Contact Person

Agent Parents

\*Please note: agent must be DE&T registered

## SECTION A (CONTINUED)

### 5 English

Has the student studied English at school?

Yes  No

If yes, please state the number of years studied

Has the student undertaken an IELTS or other approved English language test?

Yes  No

Score:

Where will the student be studying English in Australia?

DE&T  Other

*If other, please provide details of offer letter  
Evidence of an English test must be provided.  
Please note Year 11 can only be commenced in Term 1  
following the completion of a 20-week English course.*

### 6 School Placement

In which country is the student currently studying?

How many years of school has the student completed?

What year level is the student seeking admission to?

Please specify the date the student intends to commence their course with DE&T

 /  / 

Please indicate the anticipated completion date

 /  / 

### 7 School Preferences

- You must nominate six preferred schools for enrolment in order of preference
- Placement at a school is dependent on availability and we may not be able to place you in the school of your first choice
- Please note the School-to-School transfer policy stated in the Terms and Conditions of Enrolment

- 
- 
- 
- 
- 
- 

### 8 Year 11 and 12 Students

To help with school selection please list your preferred subjects:

1. English (compulsory)

2.

3.

4.

5.

6.

### 9 Accommodation and Arrival Preferences

Does the student wish to be met at Melbourne Airport and accompanied to their arranged accommodation?

Yes  No

Type of room:

Single room  Share room (single sex only)

Do you wish to stay with:

A family of your religious background?  Yes  No

Anglo Saxon family  Culturally mixed family  Don't mind

Smoker  Non-smoker

Pets:  Yes  No  Don't mind

Family:  With children  Without children  Don't mind

Is there any food you do not eat?

Yes  No

*If yes, please specify:*

Please list your hobbies and interests:

Please provide any other information about yourself you wish your homestay family to know:

## SECTION B – WELFARE ARRANGEMENTS

The following requires the signature of a parent or legal custodian

### 1 Welfare Arrangements

#### Important Information

- primary school students must live with a parent for the duration of study at a Victorian government primary school. Failure to adhere to this condition will result in cancellation of the student visa
- secondary school students under 15 years of age must stay with a parent or relative, as approved by DIMIA, unless otherwise agreed by the Manager, ISPU.
- Welfare arrangements cannot be changed without the prior approval of DE&T. Failure to do this may result in a student's visa being cancelled by DIMIA.

**Student have two options for their welfare arrangements. Please select one of these options.**

#### Option 1

A student may be accommodated and cared for by their parents or a relative as approved by DIMIA. Relative includes a brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece or nephew, step-grandparent, step-aunt, step-uncle, step-niece or step-nephew.

The relative will need to comply with DIMIA requirements. Please refer to [www.immi.gov.au](http://www.immi.gov.au)

The relative must live in Victoria for the duration of the student's enrolment.

DE&T has no responsibility for the welfare arrangements outside of those stated in the Victorian Government Education Act.

Welfare arrangements on which the visa was granted cannot be changed. Please refer to Visa Condition 8532 for more information.

Under this option DE&T will not provide accommodation; instead the student will be cared for by a DIMIA-approved relative. This relative will live in Victoria for the duration of the student's enrolment.

The DIMIA-approved relative details are:

Full name:

Address:

Telephone (home):

Telephone (work):

Email:

Relationship to the student:

I, , am the parent of the applicant and appoint the above-named person as the guardian for my child. This person qualifies under DIMIA legislation as a direct relative. I have made all necessary enquiries and investigations and am satisfied of the guardian's suitability. I will not make any claim against DE&T for any loss or damage my child or I may suffer or incur as a result of the DE&T appointment, whether or not DE&T was involved in such appointment.

Parent/custodian signature:

Date:  /  /

#### Option 2

If selecting option 2a or 2b an accommodation placement fee will apply.

Under this option DE&T will appoint suitable welfare and accommodation arrangements for the student for the period of their enrolment at a Victorian government school. This option is not available to primary school students or students less than 15 years of age.

DE&T will provide the Welfare and Accommodation letter as required by DIMIA.

a) DE&T will arrange both welfare and accommodation as a package. Under these arrangements no fee is charged by DE&T or a Victorian government school for care arrangements other than the weekly homestay fee and initial homestay placement fee. Please refer to page 6 for homestay costs.

I nominate DE&T to arrange both welfare and accommodation.

b) You may nominate a family friend to provide accommodation for your child. The nominee must meet DE&T accommodation criteria. Failure to meet accommodation criteria will result in the student being placed in accredited accommodation. DE&T will undertake checks to ensure the nominee meets accommodation and welfare criteria.

I nominate the following person to provide welfare and accommodation:

Full name:

Address:

Telephone (home):

Telephone (work):

Email:

Relationship to the student:

Do you nominate this person to pay tuition fees and accept any refunds if required?

Yes  No

Do you nominate this person to meet the student on arrival at Melbourne Airport?

Yes  No

DE&T takes no responsibility for additional care arrangements parents enter into with private agencies or persons. Persons appointed for additional arrangements will not be able to access information directly from a Victorian government school or DE&T under the Victorian Government Privacy Act.

Visit <http://www.immi.gov.au/students/index.htm> for more information.

Please read carefully. A parent or legal custodian of the student must sign this section.

I, , am the parent of the applicant and appoint DE&T responsible for the welfare and accommodation of my child during their enrolment at a Victorian government school. I will not make any claim against DE&T for any loss or damage that my child or I may suffer or incur, as a result of the DE&T appointment, whether or not DE&T was involved in such appointment.

Parent/custodian signature:

Date:  /  /

## SECTION B (CONTINUED)

### 2 Medical Declaration

The student has previously been diagnosed as having the following medical condition(s)

  

that a medical practitioner should be aware of if treatment is required. However, I accept that emergency treatment may be given without this knowledge and I accept responsibility for providing this information to medical practitioners who treat the student.

I acknowledge and agree that I am responsible for costs incurred in providing medical treatment and associated services for the student.

Parent/custodian signature:

Date:

 /  / 

Failure to declare a medical condition may result in cancellation of the students' enrolment.

### 3 Approval for Participation in Non-School Activities

I consent to the student named in this application form attending and participating in non-school activities including excursions and trips during the school holidays and in the event of any emergency using ambulance transportation and/or receiving medical or surgical treatments as deemed necessary.

I understand that these activities are not the responsibility of DE&T and are undertaken at the student's own risk.

In an emergency please contact:

Parent  Other

Name:

Address:

  

Telephone:

Parent/custodian signature:

Date:

 /  / 

### 4 Acceptance of Terms and Conditions of Enrolment

I acknowledge that the Terms and Conditions of Enrolment, including fees may be subject to variation without further notice, at the discretion of DE&T as a consequence of changes to law or the policy of DE&T. I acknowledge that I must comply with and will ensure that the student complies with any variations to the Terms and Conditions of Enrolment. I agree that if the student is accepted for enrolment at a Victorian government school, I must comply with and ensure that the student complies with the Terms and Conditions of Enrolment. I will not make any claim against DE&T for any loss or damages which I or my child may suffer or incur as a result of the welfare provider's appointment whether or not DE&T was involved in such appointment.

Parent/custodian signature:

Date:

 /  / 

### 5 Declaration that Information Provided is Correct

I declare that all information provided in connection with this application form is correct and that I have read and understood the Terms and Conditions of Enrolment including the:

- Eligibility for enrolment
- No obligation clause
- Cancellation of enrolment
- Complaint procedure
- School-to-School transfer
- Privacy notice
- Expectations of the school
- Payment of fees
- Expectations of the parent(s)
- Refund policy
- Expectations of the student
- Welfare arrangement policy

Parent/custodian signature:

Date:

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## SECTION C – DEPENDANT STUDENTS

To be filled out by dependant students only

Dependant students are those who have a parent studying at a Victorian tertiary institution on a 570 or 572-575 student visa:

- they are entitled to be enrolled at a reduced fee for the duration of their parent's student visa. The minimum age for enrolment is 5 years of age as at the 30 April of the year of enrolment.
- parents on a 570 or 572 - 575 student visa must notify the ISPU immediately if their studies are terminated or if there is any change to their visa status.

Please note: dependant students with a disability may be required to pay the full Student with a Disability fee. Please contact the ISPU for more information.

Dependant students require the following documentation:

- copy of parent's visa
- copy of dependent student visa (if available)
- copy of the Scholarship Award letter (if applicable)
- copy of parent's Confirmation of Enrolment from the tertiary institution
- evidence of family membership of OSHC. A copy of the health cover card, membership number and expiry date must also be provided (if available).

Please note we do not find accommodation for dependant students or parents. Please contact your tertiary institution for accommodation options.

Which parent is studying at a Victorian tertiary institution?

Father  Mother

Full name:

Date of birth:

Citizenship:

Address in Australia:

Telephone:

Facsimile:

Passport number:

Expiry date:

Visa sub class:

Visa expiry date:

### 1 Parent's Course Details

Name of institution where parent is studying:

Institution address:

Course name:

Course code:

Start date of course:

Length of course:

Scholarship awarded (if applicable):

Ausaid:

 Yes  No

Fees paid for tertiary course: A\$

Overseas Student

Health Cover

membership number:

Expiry date:

Please complete checklist on the back cover of this form.

## APPLICATION FEE PAYMENT

Credit card details

Student name:

Amount:

A\$200.00

Payment by:

Visa  Mastercard

Card number:

Expiry:

Cardholder name:

Cardholder billing address:

Cardholder signature:

Telephone:

# Checklist

**Students must provide the following documents along with a completed application form. All documents must be translated into English.**

- school reports for the most recent two years of schooling (certified copies translated into English)
- student's birth certificate or passport (page showing photograph and date of birth and must be certified copies)
- a reference letter from current school principal
- a recent passport-size photograph of the student
- A\$200 application fee (Payable by bank cheque, bank draft, money order or credit card. Cash and personal cheques will not be accepted.)

**In addition applicants from AL 4 countries must also provide:**

- a certificate of graduation from Junior High School issued by the Ministry of Education
- evidence of an IELTS test

**Dependant students must supply the following documentation:**

- copy of parent's visa
- copy of dependent student visa (if available)
- copy of the Scholarship Award letter (if applicable)
- copy of parent's Confirmation of Enrolment from the tertiary institution
- evidence of family membership of OSHC.  
A copy of the health cover card, membership number and expiry date must also be provided (if available).

# Glossary

## Glossary

AEC	Australian Education Centre
AEI	Australian Education International
AL	Assessment Level
DE&T	Department of Education and Training, Victoria
DIMIA	Department of Immigration and Multicultural and Indigenous Affairs
ECOE	Electronic Confirmation of Enrolment
ID	International Division, DE&T
IELTS	International English Language Testing System
ISPU	International Student Program Unit, DE&T
OSHC	Overseas Student Health Cover
PVA	Pre Visa Assessment
VCAA	Victorian Curriculum Assessment Authority
VCE	Victorian Certificate of Education
VET	Vocational Education and Training
VGS	Victorian Government Schools

# Can you help us?

How did you find out about Victorian government schools?

- Exhibition
- Family
- Friends
- Agent
- Advertisement
- Internet
- Study Tour

Other. Please specify:



Department of  
Education and Training