

# Melbourne Australia

Application Form  
Temporary Fee Paying Overseas Student  
2005

**Victorian Government Schools**

**DEPARTMENT OF EDUCATION AND TRAINING  
VICTORIA, AUSTRALIA**

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The Department of Education and Training has a privacy policy and the individuals right to privacy will be protected.

# 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

# Applying

## Procedures

- Read the Fee Payment and Refund Policy.
- Complete sections B, C and D of the application form. (If the student is under 18 the application form must signed by a parent or legal guardian.)
- Contact the preferred school to arrange an appointment for the principal to sight the student's passport and visa and sign Section A of this form.
- The school sends the completed application form and copies of both the student's passport and visa to the International Division, Department of Education and Training (DE&T).
- Within five working days the International Division of DE&T processes the application after which the student may commence study.

## Please note

- Non-English documents must be accompanied by English translations.
- Application forms received without the required documents will not be processed.
- DE&T is not obliged to accept an application.

# Fee Payments

- All fees specified by the International Division, DE&T must be paid before a student can commence.
- Fees payable can be calculated by referring to the fee schedule below.
- Fees are only payable by credit card, bank cheque, bank draft or money order and must be made payable to the Department of Education and Training.
- DE&T is not responsible for monies paid to an agent.
- Payment of application and tuition fees must accompany the application form.

## Application Fee

- A non-refundable fee of A\$200 is payable on application for admission to a Victorian government school.

## Tuition Fees

- Tuition fees do not cover books, uniforms, stationery, school trips or camps.
- Tuition fees are paid on a pro-rata basis for the duration of the requested enrolment and prior to commencing school.

## Fee Schedule 2005

Application Fee A\$200.00 (per application)				
	Prep – Grade 6	Year 7 – Year 10	Year 11 – Year 12	ELC Only
No of weeks				
1	\$184.52	\$246.43	\$275.00	\$275.00
2	\$369.05	\$492.76	\$550.00	\$550.00
3	\$353.57	\$739.29	\$825.00	\$825.00
4	\$738.10	\$985.71	\$1,100.00	\$1,100.00
5	\$922.62	\$1,232.14	\$1,375.00	\$1,375.00
6	\$1,107.14	\$1,478.57	\$1,650.00	\$1,650.00
7	\$1,291.67	\$1,725.00	\$1,925.00	\$1,925.00
8	\$1,476.19	\$1,971.43	\$2,200.00	\$2,200.00
9	\$1,660.71	\$2,217.86	\$2,475.00	\$2,475.00
10	\$1,845.24	\$2,464.29	\$2,750.00	\$2,750.00
11	\$2,029.76	\$2,710.71	\$3,025.00	\$3,025.00
12	\$2,214.29	\$2,957.14	\$3,300.00	\$3,300.00

To calculate fees payable:

1. Look at the number-of-weeks column to determine how long the student will be at school during the school term.
2. Look across to the column indicating the year of enrolment.
3. Payment of the application and tuition fees must accompany this application form.
4. Please note term dates (inside front cover) when calculating fees payable.

Eg. At the time of enrolment a student studying at a Victorian government school for seven weeks at Year 8 level will have to pay:

Application Fee	\$ 200.00
Tuition Fees	<u>\$1,725.00</u>
Total payable	<u>\$1,925.00</u>

# Refund Policy

- A request for a refund must be made in writing by the parent(s) or legal guardian of the student.
- Terms and Conditions of Enrolment allow for a complaint procedure in the event of a grievance in refunds. The student may also choose to pursue all other legal remedies such as taking action under Australia's consumer protection laws.
- Application fees and any fees paid by a student who withdraws after commencing school are not refundable.
- Refunds will be made to third parties as stated on the application form under 'Payment of Fees' in Section C.
- Tuition fees are not transferable to other educational institutions except in exceptional circumstances and at the discretion of the General Manager of the International Division, DE&T.

# Terms and Conditions

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

## Information

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

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

## Notification

The parent or student must notify the International Division, DE&T immediately if:

- the student is withdrawn from a school/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 Section C of the application form
- the student's studies are terminated
- 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
- If a student's attendance falls below 80% their enrolment may be cancelled without refund
- All students are bound by the Student Discipline regulations. Failure to adhere to these regulations may lead to the suspension or cancellation of a student's enrolment without refund. Copies are available from the school.

## Obligations

The school and DE&T will:

- provide the student with the same level of instruction and educational services as normally provided to other students of the school enrolled at the same year level
- introduce the student to the school community.

The parent must make all other arrangements for the student's travel and accommodation including:

- ensuring that the student maintains the appropriate visas
- paying the return airfare and living expenses for the student while studying in Australia
- paying the required fees on application
- arranging appropriate accommodation for the student
- ensuring the student is residing at the nominated place of residence and notifying the school immediately in writing of any changes to the student's place of residence
- arranging any transport needs (including airport pickup and transport to the relevant school)
- taking out any travel or other insurance.

The student:

- Is subject to the same performance conditions and penalties as other students of the school/ELC
- Must comply with their visa requirements
- Must not engage in any activity that may endanger the safety of the student or any other person.

## Extension

If you wish to extend the enrolment period please contact the International Division, DE&T. Please allow five working days to process the extension.

## Complaints

If the student or parent has any complaint about the services provided by the school or the relevant fees, the complaint must be made in writing and sent to the principal of the school.

The principal will use their best endeavours to resolve the complaint. However, if the complaint is not resolved to the satisfaction of the student or parent, a copy of the written complaint together with the reasons for the dissatisfaction may be forwarded to the General Manager, International Division, DE&T.

The General Manager of the International Division will review the complaint and will take such action as deemed fit.

## Privacy Notice

This enrolment form asks for personal information about the applicant and those providing the applicant care. This enables the Commonwealth Government of Australia, the Department of Education and Training (DE&T) Victoria, Victorian Government Schools (VGS), 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 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 personal information about the applicant and the applicant's guardian. This is to allow DE&T staff to make contact with the applicant in regards to enrolment matters. All of this information is kept strictly confidential and DE&T will not disclose the information to others without the applicant's consent or as required by law.

## Family Details

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

## Visa and Passport Details

This information is required to enable DE&T to process the applicant's enrolment and to comply with Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) regulations.

## Emergency Contacts

These are people that DE&T may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to DE&T.

## Health Information

Correct Health information ensures DE&T staff can properly care for the applicant. This includes information about any medical condition or disability the applicant may have. DE&T depends on you to provide all relevant health information because withholding some health information may put the applicant's health at risk.

## Payment of Fees

This information is required to enable DE&T to contact the appropriate person in matters relating to the applicant's tuition fees.



Please return form to:

International Division
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

All sections of this application form must be completed. Sections C & D must be signed by a parent or legal custodian. Please complete the following details in English using BLOCK LETTERS.

Agent details/stamp

SECTION A – HOST SCHOOL DETAILS

To be completed and signed by the school principal before sending the completed application form to the International Division, DE&T.

1 School Acceptance

School stamp:
Name of school:
School address:
Telephone:
Facsimile:
I have sighted the original passport, visa and immunisation documents and I am prepared to accept (student name):
in year (level):
at (name of school):
Start date:
End date:
Principal's signature:
Date:

SECTION B – PERSONAL DETAILS

To be completed for all students.

1 Student Details

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

2 Student Visa and Passport Details

Passport number:
Passport expiry date:
Visa class:
Visa sub-class:
Visa expiry date:
Date of arrival in Australia:
Anticipated departure date:

## SECTION B (CONTINUED)

### 3 Address in Victoria

Full name:

Address:

Telephone:

Facsimile:

Mobile:

Are you staying with a:  Family friend  
 Relative  
 Other. Please Specify

### Preferred Mailing Address for Official Correspondence

Name:

Address:

## SECTION C – ADDITIONAL INFORMATION

This section must be completed and signed by a parent.

### 1 Medical Details

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.

Parent/custodian signature:

Date:  /  /

### 2 Payment Of Fees

- I nominate the following person to pay the student's tuition fees and other associated costs of enrolment.
- I authorise the following person to obtain a refund on behalf of the student unless I formally notify the International Division, DE&T of other arrangements.

Name:

Address:

Telephone:

Is this person an Australian Permanent Resident?  
 Yes  No

Parent/custodian signature:

Date:  /  /

## SECTION D – DECLARATION

This section must be signed by a parent or legal custodian of the student

### 1 Declaration

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:

- Obligation to pay fees
- Refund policy
- Cancellation of enrolment
- Expectations of the school and DE&T
- Expectations of the parent(s)
- Expectations of the student
- Notification policy
- Extension of enrolment
- Complaint procedure
- Privacy notice.

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 consent to the student named in this application form attending and participating in school activities, including excursions and trips arranged by the school, and in the event of an emergency, using ambulance transportation and/or receiving such medical or surgical treatment as may be deemed necessary.

In an emergency please contact:

Name:

Address:

Telephone:

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

Parent(s)/custodian signature:

Date:

## APPLICATION FEE PAYMENT

Credit card details

Student name:

Application Fee:

A\$200.00

Tuition Fees:

A\$

Total Fees Payable:

A\$

Payment by:

Visa

MasterCard

Bank Cheque/Draft (please attach)

Card number:

Card expiry date:

Cardholder name:

Cardholder billing address:

Cardholder signature:

Cardholder telephone:

# Checklist

**Your application form must be accompanied by the following:**

- a photocopy of the student's visa and passport
- signature of the principal of the school/ELC the student wishes to attend
- payment of relevant fees (payable by credit card, bank cheque or money order. Cash will not be accepted).

# Glossary

AEC	Australian Education Centre
AEI	Australian Education International
DE&T	Department of Education and Training, Victoria
ELC	English Language Centre

# Can you help us?

How did you find out about Victorian government schools?

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Exhibition    | <input type="checkbox"/> Family   |
| <input type="checkbox"/> Friends       | <input type="checkbox"/> Agent    |
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Study Tour    |                                   |

Other. Please specify:



Department of  
Education and Training