

# Victorian Government Schools Melbourne, Australia



## Application Form **International Student**

# 2006

Department of Education & Training  
Victoria, Australia

CRICOS Provider Code: 00861K

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## Victorian Government Schools

Filling out this application form is the first step to a world-class school education in Melbourne, Victoria, Australia.

Victorian Government Schools provide an extremely high standard of education in a safe, comfortable and caring environment.

On this application you will be able to nominate the schools you would prefer to study at and your preferred accommodation arrangements.

You will need to attach a number of documents to support your application. When the application is complete you can either mail or fax it to the address listed below.

Applications are assessed within 2 working-days of receipt and a preliminary letter of offer is usually issued within 3-4 working days, provided all the necessary documentation has been attached (eg: academic records) and all requirements are correct (eg: student is within age limits).

Please note, international mail to and from Australia can take up to 10 days. Where possible it is best to correspond via email or fax.

Thank you for your interest in Victorian Government Schools, we look forward to receiving your application.

International Student Program Unit  
Department of Education & Training  
Victoria, Australia

International Student Program Unit  
International Division  
Department of Education & Training

GPO Box 4367  
Melbourne Victoria 3001  
AUSTRALIA

Telephone: +61 3 9651 3700  
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www.study.vic.gov.au

CRICOS Provider Code: 00861K  
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## School dates

### 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

### 2007

Term 1: 30 January to 30 March

Term 2: 16 April to 29 June

Term 3: 16 July to 21 September

Term 4: 8 October to 21 December

### 2008

Term 1: 29 January to 20 March

Term 2: 7 April to 27 June

Term 3: 13 July to 18 September

Term 4: 6 October to 19 December

## Application cut-off dates

Applications must be lodged with the Department of Education & Training (DE&T) by the cut-off dates listed below. Applications received after the cut-off date will only be considered for the following school term.

### 2006 Course commences

### Application cut-off date

Term 1: 30 January 2006

20 December 2005

Term 2: 27 March 2006

27 February 2006

Term 3: 3 July 1 2006

1 June 2006

Term 4: 2 October

1 September 2006

### 2007 Course commences

### Application cut-off date

Term 1: 30 January 2007

8 December 2006

Term 2: 16 April 2007

16 March 2007

Term 3: 16 July 2007

15 June 2007

Term 4: 8 October 2007

7 September 2007



## 2006 tuition fees

Course	Grades	Cost (AU\$)	CRICOS code
<b>Standard full-fee paying student</b>			
Primary	Prep – Grade 6	\$7,750	019047G
Junior Secondary	Years 7 – 10	\$10,350	019048F
Senior Secondary	Years 11 – 12	\$11,550	019048F

### Standard sibling

Primary	Prep – Grade 6	\$6,975	019047G
Junior Secondary	Years 7 – 10	\$9,315	019048F
Senior Secondary	Years 11 – 12	\$10,395	019048F

### Full fee dependants (arrive under their parent's student visa)

Primary	Prep – Grade 6	\$5,813	019047G
Junior Secondary	Years 7 – 10	\$7,763	019048F
Senior Secondary	Years 11 – 12	\$8,663	019048F

### Victorian College of the Arts Secondary School

Junior Secondary	Years 7 – 10	\$14,000	028651A
Senior Secondary	Years 11 – 12	\$15,750	028651A
English Language Centre	All year levels	\$11,550	019776G

### Other fees

Application Fee	\$200
Airport Transfer Fee (if applicable)	\$100
Accommodation Placement Fee	\$200
Overseas Student Health Cover (OSHC) (if organised through DE&T)	\$342 per year (subject to change)
Secondary Application Fee (Transfer)	\$500
VCE Enrolment Fee (Year 11&12 students only – varies depending on subjects taken)	Year 11: \$158.40 Year 12: \$326.60

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

The following table indicates the fees to be paid according to the student's anticipated date of commencement at school. For example, if a student commences in Term 1 they are required to pay the application fee, Overseas Student Health Cover (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	✓	✓				✓	✓	✓

A ✓ indicates payment to be made according to commencement date

Following year

## Important information

- Before filling in this application form please make sure you have read and understood the Fee Payment and Refund Policy.
- Students applying from Assessment Level 3 and 4 countries should allow at least six months for the application process. Please visit the Department of Immigration (DIMIA) website at [www.immi.gov.au](http://www.immi.gov.au) for country Assessment Level classifications.
- Assessment Levels are subject to change and are available at [www.immi.gov.au](http://www.immi.gov.au).

Country	Assessment Level	Country	Assessment Level
Brazil	2	Singapore	1
China	4	Taiwan	2
Germany	1	Thailand	2
Hong Kong	2	United Kingdom	
Indonesia	2	- British Citizen	1
Japan	1	- British National (overseas)	2
Korea (South)	2	Vietnam	3
Malaysia	1		

## Fee payments

### Application fee

- Applications must be accompanied by AU\$200 (except for full-fee dependants). Payment can be made either directly to the Department of Education & Training or through a registered agent. The fee is non-refundable.

### Tuition fees

- Students receive an invoice for tuition fees with their offer of enrolment letter.
- Tuition fees can be paid by credit card, bank cheque, bank draft or telegraphic transfer, made payable to The Department of Education & Training.
- Tuition fees are payable upon receipt of invoice and not before.
- Tuition fees do not cover books, uniforms, stationery items, school trips, 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.
- The Department of Education & Training 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 to families with more than one child currently enrolled at a Victorian government school. Where there are 2 or more siblings, the discount applies to the student with the lowest fees.

### VCE enrolment fee

- Students enrolled in any VCE subject units must pay an enrolment fee to the Victorian Curriculum and Assessment Authority (VCAA - [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)).
- The enrolment fee for a full VCE in Year 12 (4 or more subjects) is currently AU\$326.60.
- The enrolment fee for a full VCE in Year 11 (4 or more subjects) is currently AU\$158.40.
- This fee is in addition to tuition fees.
- Enrolment in a Vocational Education and Training subject may require additional fees.

### Airport transfer fee

- Students may request, on this application form, to be picked up at the airport and taken to their homestay accommodation.
- Students are charged a non-refundable AU\$100 Airport Transfer Fee for this service regardless of whether the service is used.

### Accommodation placement fee

- The Department arranges Homestay Accommodation for international students.
- Students are charged a non-refundable AU\$200 Accommodation Placement Fee for this service regardless of whether the service is used.

The Department of Education & Training privacy policy protects individual rights to privacy.

Please return form to:

International Student Program Unit  
 Department of Education & Training  
 GPO Box 4367  
 Melbourne Victoria 3001  
 Australia

Tel: +61 3 9651 3700  
 Fax: +61 3 9651 3981  
 international@edumail.vic.gov.au  
 www.study.vic.gov.au

Agent details/stamp

## Section A – Student details

### Student details

Family name:

Given names:

Date of birth:  /  /

Country of birth:

Nationality on passport:

Passport number:

Passport expiry date:  /  /

Gender:  Male  Female

Father's family name:

Father's given names:

Mother's family name:

Mother's given names:

Address in home country:

City:

Province/State:

Country:

Zip/Postcode:

Telephone:

Facsimile:

Email:

Is the student applying for Permanent Residency in Australia?  
 Yes  No

In what country will the student apply for their visa?

Does the student require the Department to arrange Overseas Student Health Cover?  
 Yes  No

Please note OSHC is compulsory for all students.

Membership number:

Expiry date:  /  /

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:

### Contact details or nominated preferred contact person

Agent\*  Parents  Other

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

If other please give details:

Family name:

Given names:

Address in home country:

City:

Province/State:

Country:

Zip/Postcode:

Telephone:

Facsimile:

Email:

# Section A – Student details

## 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 can arrange English tuition for students

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 an English course. Exceptions are granted for students with exceptional English skills.

## School placement

In which country is the student currently studying?

Current year level:

What year level does the student wish to enrol in?

Date intended to commence study at a Victorian Government School:

/   /

Date expected to complete study in a Victorian Government School:

/   /

School dates are listed at the front of this application form

## School preferences

Students must nominate at least three preferred schools for enrolment in order of preference. Placement at a school is dependant on availability and students may not be able to study at the first preference.

The book, 'The Right School in the Right Place', which can be downloaded from [www.study.vic.gov.au](http://www.study.vic.gov.au), lists a number of schools which accept international students.

Please note the School-to-School transfer policy stated in the Terms and Conditions of Enrolment

1.
2.
3.
4.
5.
6.

## Year 11 and 12 students

To help with school selection please list your preferred subjects (Yrs 11 & 12 only):

1. English / English as a second Language (compulsory)
2.
3.
4.
5.
6.

## Accommodation and arrival preferences

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

Yes  No

Students are charged a non-refundable fee of AU\$100 for this service payable with tuition fees

Type of room:

Single room  Share room (single sex only)

Does the student wish to live in a household with:

An English speaking family  Yes  No  Don't Mind

A smoker  Yes  No  Don't Mind

Pets  Yes  No  Don't Mind

Children  Yes  No  Don't Mind

Is there any food the student doesn't eat?

Yes  No

If yes, please specify:

Hobbies and interests:

Please detail any other important information the homestay family should know:

# Section B – Accommodation and welfare arrangements

## Important information

Primary school students must live with a parent for the duration of their 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 live with and be cared for by a parent or relative, as approved by the Department of Immigration, Multicultural and Indigenous Affairs (DIMIA), unless otherwise agreed by the Manager, ISPU.

School students over 15 years of age can either live with their parents, relatives or in homestay accommodation arranged or approved (as the case may be) by the Department of Education & Training.

Welfare arrangements cannot be changed without the prior approval of the Department of Education & Training. Failure to do this may result in a student's visa being cancelled.

DE&T takes no responsibility for any additional counselling or support 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.

**Please select option 1, 2a or 2b.**

### Option 1: Accommodation and welfare provided by a relative (approved by Department of Immigration, DIMIA)

Living with a relative is the option to select if the student can live with a family member (over the age of 18), such as a parent in Victoria. Under this option:

- If the student is living with a family member (other than a parent), the nominated relative must be approved by DIMIA
- DIMIA approved relatives include: brother, sister, step-parent, step-brother, stepsister, grandparent, aunt, uncle, niece, nephew, step-grandparent, step-aunt, step-uncle, step-niece and step-nephew.
- This option is appropriate for students of all ages
- Dependant students must reside with the approved relative for the duration of their enrolment.
- Students are not charged a homestay placement fee.
- Students are not charged an airport pickup fee nor is airport pickup arranged.
- Students who have enrolled as a dependant of a parent who is studying in Victoria or attend Primary School must select this option.

The relative's details are:

Full name:

Address:

Telephone (home):

Telephone (work):

Email:

Relationship to the student:

I,

am the parent of the student 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 2a: Nominated accommodation (approved by the Department of Education & Training - DE&T)

A nominated homestay is the option to choose when the student's parents have arranged for them to live with friends in Victoria. This could be close family friends or distant relatives. Under this option:

- Students must be aged over 15 years.
- The person nominated by the parents to provide accommodation for the student will be required to undertake a police check and must meet homestay criteria.
- Department of Education & Training provides the Department of Immigration with confirmation the Accommodation has been arranged.
- Welfare and support are coordinated by the school.
- Dependant students must reside with the nominated homestay provider for the duration of their enrolment.

I nominate the following person to provide 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

I,

am the parent of the student and appoint DE&T to co-ordinate welfare and support for my child during their enrolment at a Victorian government school. I have made all necessary enquiries and investigations and am satisfied as to the suitability of my nominated homestay arrangements. 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 – Homestay and welfare arrangements

### Option 2b: Homestay accommodation

(arranged by the Department of Education & Training - DE&T)

Department of Education & Training will arrange accommodation, support and general welfare for the student. Under this option:

- Homestay accommodation with an approved local family will be arranged by the school.
- Welfare and support will be coordinated by the school.
- Students must be aged over 15 years.
- Students are charged AU\$200 Homestay Placement fee.
- Students are charged AU\$100 Airport Pick-up Fee.
- Department of Education & Training only arranges Accommodation for the duration of the student's study.

I, \_\_\_\_\_  
am the parent of the student and appoint DE&T to arrange the accommodation and welfare 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 accommodation and welfare arrangements put in place for the student, regardless of whether DE&T was involved in such arrangements.

Parent/custodian  
signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Section C – Dependant students (where a parent is studying in Victoria)

**This section is only to be filled out by parents of dependant students, ie: parents who are studying at a Victorian Tertiary Institute.**

Dependant students are those whose parents hold 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.
- Dependant students are **not** charged a AU\$200 application fee.

Dependant students must notify the ISPU immediately if their parent's 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 a Disability fee. Please contact the ISPU for more information.

Dependant students must provide copies of the following:

- Parent's visa
- Dependant student visa (if available)
- Scholarship Award letter (if applicable)
- 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 the Department does 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: \_\_\_\_\_

Nationality on passport: \_\_\_\_\_

Address in Australia: \_\_\_\_\_

Telephone in Australia  
(inc. area code): \_\_\_\_\_

Facsimile in Australia: \_\_\_\_\_

Passport number: \_\_\_\_\_

Passport expiry date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Visa sub class: \_\_\_\_\_

Visa expiry date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Parent's course details

Which institute will the  
parent be attending? \_\_\_\_\_

Institution address: \_\_\_\_\_

Course name: \_\_\_\_\_

Course code: \_\_\_\_\_

Expected course  
start date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expected course  
completion date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Has a scholarship been  
awarded?  Yes  No

Ausaid:  Yes  No

Overseas Student  
Health Cover  
membership number: \_\_\_\_\_

Expiry date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please complete checklist on the back cover of this form.

## Section D – Parent's declaration

### Emergency contact details

Family name:

Given name:

Address:

Country:

Telephone (inc. area code):

### Parent / custodian declaration

#### Medical

Has the student previously been diagnosed with any medical conditions that a medical practitioner should be aware of if treatment is required? If any, please list:

  
  
  

Does the student have a mental or physical disability?  
(eg: deafness, blindness, down syndrome, autism) If yes, please give details

  
  

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.

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

### Approval for participation in extra-curricular activities

I consent to the student named in this application form attending and participating in extra-curricular 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.

### 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.

### Declaration that information provided is correct

I,   
am the parent of the student and 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
- Homestay & welfare arrangements

Parent/custodian signature:

Date:  /  /

## Application fee payment

Each application to study at a Victorian Government School cost AU\$200. This is a non-refundable fee regardless of whether the student's application is successful

### Credit card details

Student name:  Amount:

Payment by:  Visa  Mastercard

Card number:  Expiry:  /

Cardholder name:  Telephone:

Cardholder billing address:

Cardholder signature:



One of the best features of school education in Victoria is homestay. Homestay provides students with the best possible way to experience Australian culture and rapidly improve their English. It is also one of the most affordable accommodation options.

Homestay generally costs around AU\$180-220 per week depending on facilities, services and location. Students may also be asked to pay a refundable bond for repairs or damage (if any) which is generally around two weeks accommodation.

There are three different homestay options. It is important that students nominate the correct homestay. It can be difficult to change.

1. **Living with a parent or an appropriate relative.**
2. **Nominated homestay approved by the Department of Education & Training**
3. **Homestay arranged by the Department of Education & Training**

These are discussed in more detail in SECTION B.

Students cannot change their homestay until after the first term of school. Students may only change homestay once they have their school's permission. Students must give at least 2 weeks notice to their homestay before leaving. If a homestay provider wishes to terminate the homestay agreement, at least two weeks notice is given to the student and host school.

During holidays 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.

All homestay family members over 18 years of age undergo a police check before students arrive and are monitored by the school throughout the student's stay. The student's host school will help the student draw up an agreement between the homestay and the student which includes the cost per week. Homestay payments should be made to the host school.

Student must abide by house rules. A student's privacy, 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.

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

### **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 +613 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 is required by the OSHC provider for the payment of medical insurance.

### **Visa status**

This information enables DE&T to process the applicant's enrolment and comply with Department of Immigration and Multicultural and Indigenous Affairs 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.

# Requirements

## Applying

- Applications may be faxed, mailed or emailed.
- Students will only receive one preliminary offer letter.
- The application form will not be processed unless all relevant sections have been completed and all requested documentation is attached (see Checklist).
- The student's parent must sign the application form.
- Students from Assessment Level 3 and 4 countries are sent a preliminary offer letter and must undergo a Pre-Visa Assessment (PVA) within 28 days of receiving their preliminary offer. Applications processed under DIMIA's eVisa are exempt.
- 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) is issued when the original application form and all certified documents have been received by the ISPU and payment of the tuition fees has been received by the Department of Education & Training.
- Any copies of documents submitted must be certified as true copies of the original documents by an authorised person in the country concerned.
- Faxed applications and documentation will be accepted provided that original documents or certified copies are forwarded.
- All documents must be provided in the original language and translated into English.

## Age requirements

- The minimum age for a full-fee-paying international student for enrolment in a Victorian Government School is 6 years of age as of the year of enrolment. (If you are from an Assessment Level 1 or 2 country)
- The minimum age for a student studying as a dependant under their parent's student visa is 5 years of age as of 30 April of the year of enrolment.
- The maximum age for enrolment at a Victorian government school 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

- Students must have passed 50% of all subjects undertaken over the past two years.
- The Department of Education & Training has the right to reject an application at any stage of the enrolment process.

## Minimum English requirements

- Students are recommended to have had a basic familiarity with English for the past two years.
- Students who are unable to provide an International English Language Test Score (IELTS) or an approved English language test score will be enrolled in a 20-week English Language course (subject to assessment).
- Students entering year 11 need an IELTS score of at least 5.0 or an equivalent test
- If the student has enrolled at a private English language provider please provide a copy of the offer letter.
- Students from Assessment Level 4 countries who are over 16 years of age at the time of application must provide evidence of:
  - IELTS test
  - Department of Immigration (DIMIA) waiver
- 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 on [www.study.vic.gov.au](http://www.study.vic.gov.au)

## School transfer

- Students may apply to transfer to another school after 12 months of enrolment.
- Transfer applications may only be made for the beginning of the next school year. An exemption may be granted in exceptional circumstances.
- All requests to transfer to another government school incur a non-refundable A\$500 fee.

# Terms and conditions of enrolment

## Responsibilities

The Department of Education & Training only accepts responsibility for information given to international students provided:

- In the Department's own publications
- By Department employees
- By the Department's registered international representatives
- By Australian government agencies including Australian Education International and the Australian Education Centre

The Department of Education & Training cannot guarantee that students will:

- Be enrolled in a Victorian Government School
- Successfully complete their studies
- Successfully complete their VCE
- Gain entry into a tertiary institution.
- As part of a student's enrolment the school and the Department of Education & Training provide students with:
  - A staff member to act as their International Student Coordinator and oversee student services and pastoral care
  - The same instruction and education services as all students
  - An orientation program on arrival
  - Counselling and ongoing support
  - A minimum of two written school reports per year, translated
  - Intensive English language tuition before commencement and ongoing English as a Second Language Support if required
  - Welfare and accommodation arrangements if requested by parents
  - 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:
  - Their child has a valid passport and visa
  - All living expenses and return airfares are met

- Applicable fees are fully paid
- They notify the Department of Education & Training immediately upon cancellation or change to their child's visa status
- Their child resides at the nominated residence. If this changes the school must be notified in writing within seven days. Failure to do so will result in the cancellation of the student's visa.
- That at least one parent is living with the student for the duration of the student's enrolment, If the student is enrolled in Primary School
- The student has health insurance through the Overseas Student Health Cover (OSHC) scheme for every year that they study in Australia. Students can apply for OSHC by selecting the option on this form.
- Students must ensure that they:
  - Abide by the school's Code of Conduct including the welfare and accommodation policy of their school
  - Comply with all visa conditions, and
  - Do not engage in any activity that may endanger the safety of themselves or any other person.

## Grievance Procedure

- If a student is dissatisfied with any aspect of the **school** program he/she should bring this to the attention of the International Student Coordinator. If the complaint(s) cannot be resolved to the student's satisfaction it should be forwarded (preferably in writing) to the school Principal.
- If the complaint is related to **non-school** aspects of the international program the complaint(s) should be made in writing to the Manager of the International Student Program.
- The Principal or Manager of the International Student Program will endeavour 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 reason for the grievance may be forwarded to the General Manager, International Division.
- This procedure does not remove the right to take further action under Australia's consumer protection laws.

# Refund policy

If a student has to cancel their studies at a Victorian Government School for some unexpected reason they are entitled to request a refund. Below are the conditions and instructions on how to get a refund.

## When am I entitled to claim for a refund?

A student is only entitled to a refund if they:

Situation	Evidence required
Move overseas before their course finishes	Copy of passport departure stamp
Move from a Victorian Government School to another Australian School	Copy of new confirmation of enrolment or letter of offer
Have their visa status changed so they no longer have to pay fees	Evidence of change in visa status
Have their visa refused or cancelled without reason	Visa refusal letter from DIMIA

- Student's cannot claim a refund for the following administration or service fees once paid, even if the service was not used:
  - Application fee
  - Accommodation and placement fee
  - Airport transfer fee
  - School transfer fee
- Students cannot claim a refund if they breach their visa conditions or fail to comply with their school's performance conditions or code of conduct (also refer to Cancellation of Enrolment).

## How do I claim a refund?

- To claim a refund for a student's tuition fees the International Division must receive a completed Cancellation and Refund Request form.
- The request may be made by the:
  - student or;
  - student's parents or;
  - registered education agent that processed the student's application
- Requests must be accompanied by:
  - appropriate evidence (eg: visa refusal letter from DIMIA)
  - bank account name, bank account number and bank address
  - current home address and phone number
- If a refund is requested to a business account in Australia the request must include:
  - Australian Business Number (ABN)
  - Business trading name
  - Address and phone number of the business
  - Mail requests to:

**International Division**  
**GPO Box 4367**  
**Melbourne VIC 3001**

## How much of my tuition fees will be refunded?

### Pre-commencement

Situation	Refund Available
Student has received a offer but is refused a visa to enter Australia	Full refund of tuition fees paid
DE&T cancel the student's enrolment up to one month before the start of a course without explanation	Full refund of tuition fees paid
DE&T is unable to deliver the program	Full refund of tuition fees paid
Student fails to commence the course for any reason after a visa is issued	A full refund of tuition fees paid less 30% of the annual tuition fee for the year in which the student withdraws

### Post-commencement

Situation	Refund type
Student cancels after commencing term one	Refund of tuition fees paid for terms 2 – 4 less 30% of the annual tuition fee
Student cancels after commencing term two	Refund of tuition fees paid for terms 3 – 4 less 30% of the annual tuition fee
Student cancels after commencing term three	Refund of fees for term 4 less 30% of the annual tuition fee
Student cancels after commencing term four	No refund for current year's tuition. If paid, future year's tuition fees will be refunded less 30% of the annual tuition fee for the year in which the student withdraws
Change of visa status to a residence visa where tuition fees are not required e.g. permanent residence visa	Refund all tuition fees paid for any weeks not yet commenced from the date of visa grant

### Conditions

- Refunds will be made within 4 weeks of the date of receipt of the application for refund.
- Requests must be accompanied by appropriate evidence.
- Students enrolled in future years who are entitled to a refund will receive the refund as a credit towards future tuition fees. No payment of refunds will be made to continuing students until they withdraw from the program.
- **Refunds will not be paid unless a request is received within 6 months from the date the student cancelled their enrolment or was granted a new visa.**
- Failure to provide appropriate details or evidence may result in your refund being delayed.
- Only parents can request a refund to be paid to another party on their behalf.
- Where a third party, such as a registered education agent, or a student requests a refund, the refund will only be paid to the parents. This will be done by either bank draft or bank transfer.

### What if I disagree with my refund?

#### Refund grievance procedure

Enquiries regarding refund calculations can be made to the Finance Team, International Division.

Students or parents have up to 30 days to lodge a formal grievance from the date they receive remittance advice of their refund. This must be done in writing addressed to the Manager, International Student Program. The registered education agent who enrolled the student can do this on the student's behalf.

The Manager, International Student Program will consider the formal Grievance.

After consideration of all of the available evidence, the Manager, International Student Program may decide to:

- uphold the grievance and issue a refund of the appropriate amount and/or restore the student's enrolment
- dismiss the grievance

If the grievance is not resolved to the satisfaction of the student, parent or nominee, a copy of the written complaint together with the reasons for the grievance should be forwarded to the General Manager, International Division, for review.

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

### Cancellation of enrolment

- If tuition fees are not paid by the specified date on the invoice, the student's enrolment will be cancelled.
- If a student's attendance falls below 80 percent or fails to meet the academic performance standards required by DIMIA, enrolment will be cancelled without refund.
- Failure to adhere to student disciplinary regulations may lead to the cancellation of the enrolment without refund

The terms and conditions of this refund policy override any previous terms and conditions of refund. Changes to the Refund Policy are ongoing. Contact the International Student Program Unit, International Division, to confirm the details of this policy. The grievance procedure contained in these terms and conditions of enrolment is available to a student in the event of a grievance in relations to a claim for a refund. Nothing, however, 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.

## 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 Assessment Level 4 countries must also provide:

- A certificate of graduation from Junior High School issued by the Ministry of Education

Dependant students must supply the following documentation:

- Dependant students must provide copies of the following:
  - Parent's visa
  - Dependant student visa (if available)
  - Scholarship Award letter (if applicable)
  - 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

DE&T	Department of Education & Training, Victoria
DIMIA	Department of Immigration and Multicultural and Indigenous Affairs
AEC	Australian Education Centre
AEI	Australian Education International
AL	Assessment Level 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
VCAL	Victorian Certificate of Applied Learning

## Can you help us?

How did the student 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    | <input type="checkbox"/> Other, please specify |

International Student Program Unit  
International Division  
Department of Education & Training

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