Acronyms

CoE    Confirmation of Enrolment
DEECD  Department of Education and Early Childhood Development, Victoria
DIAC   Department of Immigration and Citizenship
IED    International Education Division
IELTS  International English Language Testing System
ISP    International Student Program
OSHC   Overseas Student Health Cover
VCAA   Victorian Curriculum and Assessment Authority
VCE    Victorian Certificate of Education
VET    Vocational Education and Training
VGS    Victorian government schools

International Education Division
Department of Education and Early Childhood Development
Melbourne
November 2012

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Authorised by the Department of Education and Early Childhood Development,
2 Treasury Place, East Melbourne, Victoria, 3002.

This document is also available on the internet at www.study.vic.gov.au
Congratulations on your decision to apply to study in a Victorian government school. We offer a fantastic opportunity for you to achieve academic success and at the same time experience life in one of the most liveable parts of the world. To help you understand the application process and the procedures required, we have outlined a step-by-step process to guide you through each stage. Please answer all questions in all sections. Write clearly in black ink using BLOCK LETTERS and tick boxes where appropriate. We cannot assess your application if it is incomplete or unreadable.

2012 School Term Dates and Application Dates

Completed applications must be lodged with the International Education Division of the Department of Education and Early Childhood Development (DEECD).

Applications are accepted throughout the year. However, to ensure that an application can be processed in time the following closing dates are offered as a guide.

Assessment Levels 1 and 2 Countries* and Pre-Visa Assessment Return

<table>
<thead>
<tr>
<th>Term</th>
<th>2012 course commences**</th>
<th>Preferred due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1:</td>
<td>1 February 2012</td>
<td>2 December 2011</td>
</tr>
<tr>
<td>Term 2:</td>
<td>16 April 2012</td>
<td>2 March 2012</td>
</tr>
<tr>
<td>Term 3:</td>
<td>16 July 2012</td>
<td>18 May 2012</td>
</tr>
<tr>
<td>Term 4:</td>
<td>8 October 2012</td>
<td>24 August 2012</td>
</tr>
</tbody>
</table>

Assessment Level 3 countries and eVisa (China)*

<table>
<thead>
<tr>
<th>Term</th>
<th>2012 course commences**</th>
<th>Preferred due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1:</td>
<td>1 February to 8 April 2012</td>
<td>11 November 2011</td>
</tr>
<tr>
<td>Term 2:</td>
<td>16 April 2012</td>
<td>2 February 2012</td>
</tr>
<tr>
<td>Term 3:</td>
<td>16 July 2012</td>
<td>19 April 2012</td>
</tr>
<tr>
<td>Term 4:</td>
<td>8 October 2012</td>
<td>13 July 2012</td>
</tr>
</tbody>
</table>

Assessment Level 4 countries*

<table>
<thead>
<tr>
<th>Term</th>
<th>2012 course commences**</th>
<th>Preferred due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1:</td>
<td>1 February to 8 April 2012</td>
<td>7 October 2011</td>
</tr>
<tr>
<td>Term 2:</td>
<td>16 April 2012</td>
<td>6 January 2012</td>
</tr>
<tr>
<td>Term 3:</td>
<td>16 July 2012</td>
<td>23 March 2012</td>
</tr>
<tr>
<td>Term 4:</td>
<td>10 October 2012</td>
<td>21 June 2012</td>
</tr>
</tbody>
</table>

1 School staff planning day on 1 February 2012. Student attendance not required on this day. Students commence classes on 2 February 2012.

* Information on assessment levels can be found at www.immi.gov.au

** Course commencement date includes intensive English language study where relevant.

Step 1: Information about studying in Victorian government schools (VGS)

Read the terms and conditions of entry into Victorian government schools on page 5 and visit www.study.vic.gov.au for further information about studying in Victoria.

Step 2: Apply

Complete this application form and return it with the required documents to the International Education Division or a DEECD accredited education agent.

All copies of the original documents must be provided in the original language, translated into English and certified as true copies of the originals by an authorised person in the country concerned.

The documents required at the time of application are:

- birth certificate or passport (page showing photograph and date of birth)
- school reports for past two years
- middle school graduation certificate (Assessment Level 4 countries only)
- grading key: a grading key is used by schools to explain the grading or scoring system used in school reports
- English language competency test results (if applicable)
- a reference letter from the current school principal
- application fee (non-refundable)
- a recent passport photograph (optional)

Applications can be sent by email, post or fax, refer to page 2 for the address.

Step 3: Application Assessment

All applications received by the International Education Division are assessed to determine suitability for entry into a Victorian government school.

Please ensure all applications are signed and contain all the required supporting documentation. Application assessment cannot commence until all required documents are received.

Step 4: Letter of Offer and Invoice

Successful applicants will receive a Letter of Offer and invoice.

Step 5: Acceptance and Payment

In order to accept the terms and conditions of enrolment in a Victorian government school, a signed letter of acceptance together with payment must be received.

Step 6: Confirmation

Upon receipt of payment and signed letter of acceptance, a Letter of Confirmation will be issued.

For pre-departure information, please visit our website at www.study.vic.gov.au
Tuition fees do not include
- Books, uniforms, stationery items, school trips, camps, homestay accommodation, visa application or travel costs.
- Optional excursion/school activities that are not a part of the course of study or curriculum.
- Vocational Education and Training (VET) subjects provided by a third party, which may require additional fees for materials and equipment.
- Victorian Curriculum and Assessment Authority (VCAA) Enrolment fee. Students enrolled in any VCE subject units must pay an enrolment fee to the VCAA. Visit www.vcaa.vic.edu.au for more information (see table on this page).

### Tuition Fees

#### Full fee dependants (arrive under Parent’s student visa)

<table>
<thead>
<tr>
<th>Course</th>
<th>Grades</th>
<th>Annual tuition fee (Australian Dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Prep to Grade 6</td>
<td>$7,370</td>
</tr>
<tr>
<td>Junior Secondary</td>
<td>Years 7 to 10</td>
<td>$9,770</td>
</tr>
<tr>
<td>Senior Secondary</td>
<td>Years 11 to 12</td>
<td>$10,910</td>
</tr>
</tbody>
</table>

#### Victorian College of the Arts Secondary School

<table>
<thead>
<tr>
<th>Course</th>
<th>Grades</th>
<th>Annual tuition fee (Australian Dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Secondary</td>
<td>Years 7 to 10</td>
<td>$16,520</td>
</tr>
<tr>
<td>Senior Secondary</td>
<td>Years 11 to 12</td>
<td>$18,550</td>
</tr>
</tbody>
</table>

### Other fees

<table>
<thead>
<tr>
<th>Other fees</th>
<th>Cost (Australian Dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee</td>
<td>$220</td>
</tr>
<tr>
<td>School Transfer fee</td>
<td>$565</td>
</tr>
</tbody>
</table>

#### VCE Enrolment Fee

<table>
<thead>
<tr>
<th>Units</th>
<th>Cost (Australian Dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units 1 and 2 only - up to three units</td>
<td>$62.50</td>
</tr>
<tr>
<td>Units 1 and 2 only - four or more units</td>
<td>$187.20</td>
</tr>
<tr>
<td>One VCE Units 3 and 4 sequence with any number of Units 1 and 2</td>
<td>$262.30</td>
</tr>
<tr>
<td>Two or more VCE Units 3 and 4 sequences</td>
<td>$386.05</td>
</tr>
</tbody>
</table>

^ Invoiced separately by the VCAA.

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 new and continuing students.

### Application Fee

- Applications must be accompanied by the payment of the application fee. Payment can be made either to the International Education Division or through a DEECD accredited education agent. The application fee is non-refundable.

### Tuition Fees

- Students receive an invoice for tuition fees with their Letter of Offer.
- In order to accept the offer, a signed acceptance letter must be received together with the payment.
- Tuition fees can be paid by credit card, bank cheque, bank draft or telegraphic transfer, made payable to the Department of Education and Early Childhood Development.
- Tuition fees are payable upon receipt of invoice and not before.
- Students must pay their tuition fees by the due date stated on their invoice or the Letter of Offer may be withdrawn.
- The International Education Division is not responsible for any monies paid to an agent or other third party by the student or parent.

### School Term Dates 2012 to 2015

<table>
<thead>
<tr>
<th>Year</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>1 Feb to 30 Mar</td>
<td>16 Apr to 29 Jun</td>
<td>16 Jul to 21 Sep</td>
<td>8 Oct to 21 Dec</td>
</tr>
<tr>
<td>2013</td>
<td>29 Jan to 28 Mar</td>
<td>15 Apr to 28 Jun</td>
<td>15 Jul to 20 Sep</td>
<td>7 Oct to 20 Dec</td>
</tr>
<tr>
<td>2014</td>
<td>28 Jan to 4 Apr</td>
<td>22 Apr to 27 Jun</td>
<td>14 Jul to 19 Sep</td>
<td>6 Oct to 19 Dec</td>
</tr>
<tr>
<td>2015</td>
<td>28 Jan to 27 Mar</td>
<td>13 Apr to 26 Jun</td>
<td>13 Jul to 18 Sep</td>
<td>5 Oct to 18 Dec</td>
</tr>
</tbody>
</table>

^ School staff planning day on 1 February 2012. Student attendance not required on this day. Students commence classes on 2 February 2012.
Applying

- The application form will not be processed unless all relevant sections have been completed and all requested documentation is attached.
- Applications and supporting documentation may be mailed, faxed or scanned and emailed. Refer to page 2 for address details.
- The student’s parent or legal custodian* must sign the application form where stated in the Parent’s Declaration section.
- Any copies of documents submitted must be certified as true copies of the original documents by an authorised person.
- All documents must be provided in the original language and translated into English.

Age Requirements

The minimum age for a dependant international student to commence school is five years old as at 30 April of the year of enrolment.

The maximum age for enrolment at a Victorian government school at commencement of school is as follows:

<table>
<thead>
<tr>
<th>Year 9</th>
<th>The student must be less than 17 years of age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 10</td>
<td>The student must be less than 18 years of age</td>
</tr>
<tr>
<td>Year 11</td>
<td>The student must be less than 19 years of age</td>
</tr>
<tr>
<td>Year 12</td>
<td>The student must be less than 20 years of age</td>
</tr>
</tbody>
</table>

Responsibilities

The Department of Education and Early Childhood Development:

- will keep all information in relation to applications strictly confidential and will not disclose information without consent, unless required by law
- has the right to reject an application at any stage of the enrolment process
- can suspend or cancel the enrolment of a student for misbehaviour or non-payment of fees
- will advise the student and parents of non-compliance, or suspension or cancellation of a student’s enrolment. Students and parents have 20 working days to appeal the decision.

Parents must ensure that:

- their child has a valid passport and visa
- all living expenses and return airfares are met
- all applicable fees are fully paid for the duration of the student’s enrolment
- the Department of Education and Early Childhood Development is notified immediately upon cancellation or change to their child’s visa status
- their child resides with the approved primary visa holder ie. mother/father
- the student’s host school is notified in writing within seven days if the parent changes address in Australia
- the student has valid health insurance through an Australian Overseas Student Health Cover (OSHC) provider for the duration of their study. Proof of cover will be required.
- the International Education Division is kept informed of any change of address in the student’s home country.

Students must ensure that they:

- abide by their host school’s code of conduct.
- do not engage in any activity that may endanger their own safety or the safety of themselves or any other person.

* A Legal Custodian in relation to a child refers to having the right to the daily care and control of the child and the right to make decisions for that child.
International Student Program – Key Policies

Course Progress Policy
- Please note these requirements are the same for domestic students.
- All subjects/units must be completed satisfactorily within the expected duration for the student to:
  - progress to the next year level OR
  - complete their course of study
- An extension to complete studies may be granted if:
  - study deferment has been approved,
  - there are exceptional circumstances OR
  - intervention strategies have been implemented.
- An intervention strategy will be activated at a minimum where the student has failed or is deemed not yet competent in 50% or more of the units attempted in any particular study period (per term).

Intervention Strategy:
- Students requiring assistance with their performance will be counselled. Counselling will include suggestions for improving performance such as additional support for subject specific tutoring (e.g. English), career and guidance counselling or personal counselling. Student support services and referrals to external support services are provided at no cost. Please note that services beyond those normally provided within the school’s resources may incur additional cost to the family.
- Where appropriate, a performance agreement between the student and the school may be developed to assist with improving poor performance. The agreement will be for a specified period and outline targets to be met by the student.
- If the performance agreement is not met, the student will be referred to the International Education Division of DEECD and an additional performance agreement will be developed in consultation with the school, parents and the student.
- Please note that any intervention will be discussed with parents.

Accommodation Policy
- Dependant students must reside with the parent studying in Australia.

Attendance Policy
- Schools record student attendance daily and process attendance rates every fortnight.

Intervention Strategy:
The intervention strategies for student attendance are summarised below.
- If attendance falls to 90 per cent:
  Action by school / DEECD
  Student notified
  Parent / legal custodian notified
- If attendance falls to 85-90 per cent:
  Action by school / DEECD
  Student notified
  Parent / legal custodian notified
  The student will be interviewed by the school.
  A Student Attendance Agreement put in place with agreement from the school, the student, parents/legal custodian

Student Behaviour Policy
- Each school has a code of conduct, welfare and accommodation policy that students must abide by while enrolled at their host school.
- It is important that students avoid activities that may endanger their safety, the safety of others or that could lead to police charges.
- When a student does not fulfil the requirements of the host school’s policies and rules, and/or the student enters into activities that are unsafe, a student’s enrolment may be suspended or cancelled for misbehaviour.

Student Deferral Policy
- A student may apply to the International Education Division to defer their course of study in exceptional circumstances. Examples of such circumstances could include: serious illness, injury or trauma, bereavement of close family members, major political upheaval or natural disaster in the home country.
- The International Education Division will consider the impact on the student’s capacity and/or ability to progress through their course of study.
- The deferral application should include evidence of the circumstances and be made in writing to:
  International Education Division
  Department of Education and Early Childhood Development
  GPO Box 4367
  Melbourne, Victoria 3001
  Australia
  Please note that deferral of studies is for a maximum of six months and cannot be approved retrospectively.

Transfer Policy
- Students may apply to transfer to another school (government or non-government):
  - post-payment and prior to commencement (in exceptional circumstances only)
  - less than six months (two terms) after commencement (in exceptional circumstances only)
  - after six months (two terms) of enrolment.
- DEECD will issue a letter of release at no cost to the student:
  - if the transfer application fulfils policy requirements
  - where tuition and other fees are fully paid
  - if the student does not have an existing agreement for behavioural, attendance or academic performance in place.
  - where there is no risk that visa conditions will be breached.
- Transfer applications will be processed within ten working days from the receipt of a complete application. The transfer application should be made in writing to the International Education Division (see address details above).
**Key Policies (continued)**

Please note that transfers to a different Victorian government school will be processed once the School Transfer Fee is received.

Transfer to a different Victorian government school
- Transfer applications need to:
  - be sent to the International Education Division two weeks before the end of the six month study period (two terms)
  - outline reasons for the transfer, for example: unexpected changes in accommodation/welfare arrangements, issues between the student and host school that cannot be resolved, a traumatic incident.
- The International Education Division will assess transfer applications on a case by case basis and consider the availability of places at the requested school.
- Requests to transfer incur an upfront non-refundable School Transfer Fee that is payable regardless of whether the transfer is successful or not. Please note the fee may be waived by the International Education Division in exceptional circumstances.
- It is not possible for the International Education Division to consider transfers in the middle of a school term.

Transfer to a non Victorian government school
- Transfer applications need to:
  - include written support for the transfer from the parent/legal custodian if the student is under 18 years of age
  - include a letter from the new school confirming that a valid enrolment offer has been made.

Transfer Appeals
- A transfer application decision can be appealed in writing within 20 working days of the decision. Appeals can be sent to:
  General Manager
  International Education Division
  Department of Education and Early Childhood Development
  GPO Box 4367
  Melbourne, Victoria 3001
  Australia

Privacy Policy
- The enrolment form requests 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 DEECD, the relevant Victorian government school(s) and other contracted organisations to register the applicant and allocate staff and resources to ensure his/her educational and welfare needs are met.
- Also, the information may be shared with other government departments and contracted organisations concerned with the administration of the International Student Program offered in Victorian government schools.

Please note: This agreement, and the availability of complaints and appeals processes, does not remove the right to take further action under Australia’s consumer protection laws.

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**Refund Policy**

**Conditions for refunds**
Under the following circumstances, a student may be entitled to a refund of some or all of the tuition fees paid.

### Pre-commencement

<table>
<thead>
<tr>
<th>Reason for refund</th>
<th>Refund due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has received a Letter of Offer but:</td>
<td></td>
</tr>
<tr>
<td>is refused a visa to enter Australia OR</td>
<td>Full refund of tuition fees paid</td>
</tr>
<tr>
<td>declines to proceed prior to applying for a visa</td>
<td></td>
</tr>
<tr>
<td>Student fails to commence the course for any reason after a COE is issued</td>
<td>A full refund of tuition fees paid less 30 per cent of the annual tuition fee for the year in which the student withdraws</td>
</tr>
<tr>
<td>Student is granted a visa that is or becomes fee exempt before the student commences</td>
<td>Full refund of tuition fees paid</td>
</tr>
<tr>
<td>DEECD**:</td>
<td></td>
</tr>
<tr>
<td>cancels the student’s enrolment up to one month before the start of a course without explanation OR</td>
<td>Full refund of tuition fees paid</td>
</tr>
<tr>
<td>is unable to deliver the program</td>
<td></td>
</tr>
</tbody>
</table>

### Post-commencement

<table>
<thead>
<tr>
<th>Reason for refund</th>
<th>Refund due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student cancels after commencing Term 1</td>
<td>Refund of tuition fees paid for Terms 2 to 4 less 30% of the annual tuition fee</td>
</tr>
<tr>
<td>Student cancels after commencing Term 2</td>
<td>Refund of tuition fees paid for Terms 3 to 4 less 30% of the annual tuition fee</td>
</tr>
<tr>
<td>Student cancels after commencing Term 3</td>
<td>Refund of tuition fees paid for Term 4 less 30% of the annual tuition fee</td>
</tr>
<tr>
<td>Student cancels after commencing Term 4</td>
<td>No refund for current year’s tuition. If paid, future year’s tuition fee will be refunded less 30 per cent of the tuition fee paid for the following year</td>
</tr>
<tr>
<td>Change of visa status to a residence visa where tuition fees are not required e.g. permanent residence visa</td>
<td>Refund of tuition fees paid from the date visa is granted for any weeks not yet commenced</td>
</tr>
<tr>
<td>Student breaches visa conditions</td>
<td>No refund</td>
</tr>
</tbody>
</table>

The Application Fee and School Transfer Fee are not refundable.

All approved refunds will be paid within four weeks of DEECD receiving the completed Refund Request Form and supporting evidentiary documents, except for the category marked ** which will be paid within two weeks of receipt of the completed form.
Refund Policy (continued)

Refund requests
• The reason for a refund request must be in accordance with the Conditions for Refunds.
• Initial contact must be made with the International Education Division of DEECD to obtain a Refund Request Form. The form must be completed and returned with all supporting documentation.
• A refund request MUST be received within six months of the student:
  – cancelling enrolment OR
  – being granted a new visa that does not attract fees e.g. permanent residency.

Please note refunds will not be granted after the six month period.
• Failure to provide appropriate details or evidence in a refund request may result in the refund being delayed.
• 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 and cease study at a Victorian government school.
• Only parents can request a refund to be paid to another party on their behalf.
• Where a third party (such as a DEECD Accredited 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.

Refund enquiries
Enquiries regarding refunds can be made to the International Education Division of DEECD.

Complaints Policy
• DEECD is committed to managing complaints and appeals impartially, promptly and confidentially.
• The formal investigation of a complaint will require that details of the complaint be lodged in writing.
• The handling of the complaint will commence within 10 working days of receipt of the complaint.
• There is no cost associated with lodging a complaint with DEECD.
• The identity of the complainant will be protected unless permission for disclosure is given.

Complaints in relation to refunds
• Students or parents have 30 days to lodge a formal written complaint from the date they receive remittance advice of their refund.

Submission of complaints
• Any issues or complaints in relation to the International Student Program offered in Victorian government schools should be discussed with the International Education Division of DEECD.

Formal complaints should be submitted in writing to:
General Manager
International Education Division
Department of Education and Early Childhood Development
GPO Box 4367
Melbourne, Victoria 3001
Australia

Consideration of complaints
• The General Manager, International Education Division, DEECD, will consider the formal complaint.
• After consideration of all of the available evidence, the General Manager, International Education Division, DEECD, may decide to uphold the complaint and issue a refund of the appropriate amount or dismiss the complaint.

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 Education Division, Department of Education and Early Childhood Development, to confirm the details of this policy.
### 1. Student Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name</td>
<td></td>
</tr>
<tr>
<td>Given name</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>Nationality on passport</td>
<td></td>
</tr>
<tr>
<td>Country of birth</td>
<td></td>
</tr>
<tr>
<td>In which country will you be applying for your visa?</td>
<td></td>
</tr>
<tr>
<td>Passport number</td>
<td></td>
</tr>
<tr>
<td>Expiry date</td>
<td></td>
</tr>
<tr>
<td>Are you applying by eVisa? Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**STUDENT PHOTOGRAPH**

(Do not staple)

### 2. Contact Details

It is compulsory to complete these details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father’s / Legal custodian family name</td>
<td></td>
</tr>
<tr>
<td>Father’s / Legal custodian given name</td>
<td></td>
</tr>
<tr>
<td>Father’s / Legal Custodian mobile phone</td>
<td>(include international and area codes)</td>
</tr>
<tr>
<td>Father’s / Legal Custodian email address</td>
<td></td>
</tr>
<tr>
<td>Mother’s / Legal Custodian family name</td>
<td></td>
</tr>
<tr>
<td>Mother’s / Legal Custodian given name</td>
<td></td>
</tr>
<tr>
<td>Mother’s / Legal Custodian mobile phone</td>
<td>(include international and area codes)</td>
</tr>
<tr>
<td>Mother’s / Legal Custodian email address</td>
<td></td>
</tr>
<tr>
<td>Street address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State/Province</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Postcode/Zip</td>
<td></td>
</tr>
<tr>
<td>Phone (include international and area codes)</td>
<td></td>
</tr>
<tr>
<td>Emergency contact details (if not Parent / Legal custodian):</td>
<td></td>
</tr>
<tr>
<td>Emergency contact’s first name</td>
<td></td>
</tr>
<tr>
<td>Emergency contact’s last name</td>
<td></td>
</tr>
<tr>
<td>Relationship to student</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
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<td>Mobile</td>
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<td>Email</td>
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</tbody>
</table>

### 3. Parent’s course enrolment details

Please provide copy of Letter of Offer and Certificate of Enrolment

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name</td>
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<tr>
<td>Given name</td>
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<tr>
<td>Nationality</td>
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<tr>
<td>Passport number</td>
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<td>Visa subclass</td>
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<tr>
<td>Tertiary institute</td>
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<td>Course start date</td>
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4. Overseas Student Health Cover

It is a requirement of the student visa that the family have Overseas Student Health Cover (OSHC) while in Australia. Students accompanying parent as a dependant must be covered in a family OSHC policy. Please provide details:

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5. Special Circumstances

The more information you provide will ensure that your child is placed in a school with the most appropriate support according to their needs.

Has the student been diagnosed with a condition that a medical practitioner should be aware of? If so, please provide details:

___________________________________________________________________________

Does the student require additional support in a school environment? If so, please provide details:

___________________________________________________________________________

6. Accommodation Details

Dependant students must reside with the parent studying in Australia.

Street address:

City: __________ State: __________

Postcode: __________ Phone: __________

7. Education History

In what country is the student currently studying?

Current grade/Year level: __________ How many years of English language has the student studied: __________

8. Study Plan

Proposed Grade/Year level: __________ (Years Prep – 12 please specify)

Proposed commencement date: __________ / __________ / __________ □ Term 1 □ Term 2 □ Term 3 □ Term 4

Proposed end date: __________ / __________ / __________

9. School Preferences

Please refer to www.study.vic.gov.au for a full list of Victorian government schools

The International Education Division is able to offer school places based on the availability of positions in a particular grade or year level in each school. To assist in the placement of the student in a suitable school, please provide a list of preferred schools and subjects:

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<th>Preferred schools:</th>
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___________________________________________________________________________

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Dependant students must reside with the parent studying in Australia.

Street address:

City: __________ State: __________

Postcode: __________ Phone: __________

In what country is the student currently studying?

Current grade/Year level: __________ How many years of English language has the student studied: __________

Proposed Grade/Year level: __________ (Years Prep – 12 please specify)

Proposed commencement date: __________ / __________ / __________ □ Term 1 □ Term 2 □ Term 3 □ Term 4

Proposed end date: __________ / __________ / __________

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Please refer to www.study.vic.gov.au for a full list of Victorian government schools

The International Education Division is able to offer school places based on the availability of positions in a particular grade or year level in each school. To assist in the placement of the student in a suitable school, please provide a list of preferred schools and subjects:
10. Checklist

The application process will not commence until the Application Form is complete and all necessary supporting documentation is provided to the International Education Division of DEECD.

Copies of the following original documents must be provided:
* in the original language
* translated into English and
* certified as true copies of the original documents by an authorised person of the country concerned.

<table>
<thead>
<tr>
<th>Copy of original document</th>
<th>English translation</th>
<th>Certified as true copies of original</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>Birth certificate AND a recent passport photograph of the student OR passport page showing photograph and date of birth</td>
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<td>Additional information regarding support requirements (if applicable)</td>
</tr>
<tr>
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<td>School reports including a grading key for the past two years</td>
</tr>
<tr>
<td></td>
<td>n/a</td>
<td>n/a</td>
<td>A copy of the parent’s Confirmation of Enrolment (CoE) or visa</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>A copy of the parent’s Letter of Offer</td>
</tr>
<tr>
<td></td>
<td>n/a</td>
<td>n/a</td>
<td>Proof of Overseas Student Health Cover (OSHC) (if applicable)</td>
</tr>
</tbody>
</table>

11. Preferred Correspondence

Please complete ONE of the following options

Family/other (to be completed if not using a DEECD accredited agent)

Name:
Street address: City:
State/Province: Postcode/Zip: Country:
Phone: Mobile:
Email:

OR Accredited Agent Details

Company name: Contact person:
Email:


Official agent’s stamp:

12. Program awareness

Please indicate how you found out about the International Student Program offered in Victorian government schools (mark all applicable boxes)

How did you hear of Victorian government schools’ International Student Program?

- education agent
- www.study.vic.gov.au website
- promotional material (brochure, pamphlet, Right School Right Place booklet
- magazine / newspaper advertisement
- internet search, please provide details:
- Other (please specify)

Please indicate why you chose to apply to a Victorian government school (mark all applicable boxes)

- quality of education system
- Victorian Certificate of Education (VCE)
- range of academic/curriculum programs
- Other (please specify)

- pathways to university in Victoria
- pathways to university in Australia
- friend studying/studied in Victoria
- friend studying/studied in Australia (not Victoria)
- relative/friend living in Victoria
- relative of friend
- quality of living in Victoria
- recommended by
13. Declaration and Agreement

I, the parent or legal custodian of the student nominated on this Application Form declare that:

- I have read (and/or had explained to me), understand and accept the terms and conditions of enrolment in this Application Form
- I have read (and/or had explained to me), understand and accept key policies outlined in this Application Form
- I understand that the Application Fee, Accommodation Placement Fee, Arrival Support Fee and School Transfer Fee are not refundable
- I understand that the refund of paid tuition and other fees are subject to the Department of Education and Early Childhood Development’s refund policy
- the information provided in this application is correct and complete, the relevant documents are attached and that the information and attached documentation provided is true and correct
- the Application Fee is attached
- I understand that Department of Education and Early Childhood Development has the right to reject this application.

Parent’s/Legal Custodian’s name: ___________________________ Parent’s/Legal Custodian’s signature: ___________________________

Date: D M Y Y

14. Application Fee Payment

This information MUST be provided otherwise there may be delays with the processing of the application

Student’s family name: ___________________________

Student’s given name: ___________________________

Student ID number: ___________________________

Payment option (please choose only one)

☐ Bank draft, bank cheque or money order attached for the amount of $220 (please note personal and/or business cheques cannot be accepted)

☐ Visa Cardholder’s name: ___________________________

☐ MasterCard Card number: ___________________________ Expiry date: M M Y Y

I authorise payment of $220 Cardholder’s signature: ___________________________

Contact Details

Name: ___________________________

Mobile phone: ___________________________
(include international & area codes)

Email: ___________________________