

Dependant Application Form

Victorian government schools
International Student Program



Acronyms

CoP	Confirmation of Placement
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

JAN	January
FEB	February
MAR	March
APR	April
MAY	May
JUN	June
JUL	July
AUG	August
SEP	September
OCT	October
NOV	November
DEC	December



International Education Division
Department of Education and Early Childhood Development
Melbourne
January 2013

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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

International Education Division
Department of Education and Early Childhood Development

GPO Box 4367
Melbourne, Victoria 3001
Australia

41 St Andrews Place
East Melbourne, Victoria 3002
Australia

Tel: +61 3 9637 2990
Fax: +61 3 9637 2184
Email: international@edumail.vic.gov.au
Web: www.study.vic.gov.au

CRICOS Provider Code: 00861K

Dependant International Student Application Form

This application form is only for parents studying or planning to study in Victoria and who wish to enrol their child in a Victorian government school.

Apply online at www.study.vic.gov.au

Did you know that you can apply online? Access the online application system at www.study.vic.gov.au.

Benefits include faster processing of applications, saving and resuming applications at any time and creating and managing multiple applications in one online system.

Instructions

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.

2013 School Term 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.

2013

Assessment Levels 1 and 2 Countries*

2013 course commences	Preferred due date
Term 1: 29 January 2013 ¹	30 November 2012
Term 2: 15 April 2013	1 March 2013
Term 3: 15 July 2013	17 May 2013
Term 4: 7 October 2013	23 August 2013

Assessment Level 3 countries*

2013 course commences	Preferred due date
Term 1: 29 January 2013 ¹	9 November 2012
Term 2: 15 April 2013	1 February 2013
Term 3: 15 July 2013	19 April 2013
Term 4: 7 October 2013	12 July 2013

¹ School staff planning day on the first day of term 1. Student attendance may not be required on this day. Check with your school to confirm.

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

Assessment Level 4 countries*

2013 course commences	Preferred due date
Term 1: 29 January 2013 ¹	5 October 2012
Term 2: 15 April 2013	4 January 2013
Term 3: 15 July 2013	22 March 2013
Term 4: 7 October 2013	21 June 2013

2014 School Term and Application Dates

Assessment Levels 1 and 2 Countries*

2014 course commences	Preferred due date
Term 1: 28 January 2014 ¹	29 November 2013
Term 2: 22 April 2014	28 February 2014
Term 3: 14 July 2014	16 May 2014
Term 4: 6 October 2014	22 August 2014

Assessment Level 3 countries*

2014 course commences	Preferred due date
Term 1: 28 January 2014 ¹	8 November 2013
Term 2: 22 April 2014	31 January 2014
Term 3: 14 July 2014	18 April 2014
Term 4: 6 October 2014	11 July 2014

Assessment Level 4 countries*

2014 course commences	Preferred due date
Term 1: 28 January 2014 ¹	4 October 2013
Term 2: 22 April 2014	3 January 2014
Term 3: 14 July 2014	21 March 2014
Term 4: 6 October 2014	20 June 2014

2015 School Term and Application Dates

Assessment Levels 1 and 2 Countries*

2015 course commences	Preferred due date
Term 1: 28 January 2015 ¹	28 November 2014
Term 2: 13 April 2015	27 February 2015
Term 3: 13 July 2015	15 May 2015
Term 4: 5 October 2015	21 August 2015

Assessment Level 3 countries*

2015 course commences	Preferred due date
Term 1: 28 January 2015 ¹	7 November 2014
Term 2: 13 April 2015	30 January 2015
Term 3: 13 July 2015	17 April 2015
Term 4: 5 October 2015	10 July 2015

2015 School Term and Application Dates (continued)

Assessment Level 4 countries*

2015 course commences	Preferred due date
Term 1: 28 January 2015 ¹	3 October 2014
Term 2: 13 April 2015	2 January 2015
Term 3: 13 July 2015	20 March 2015
Term 4: 5 October 2015	19 June 2015

Application Process

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 AND a recent passport photograph of the student OR passport page showing photograph and date of birth
- Additional information regarding support requirements (if applicable)
- School reports including a grading key for the past two years
- A copy of the parent's Confirmation of Enrolment (CoE) or visa
- A copy of the parent's Letter of Offer
- Proof of Overseas Student Health Cover (OSHC) (if applicable).

Applications and supporting documentation may be completed online, mailed, faxed or scanned and emailed. Refer to page 2 for address details.

Step 3: Application Assessment

All applications received by the International Education Division are assessed to determine 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 OR preliminary 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 written agreement together with payment must be received.

Application Process (continued)

Step 6: Confirmation

Upon receipt of payment and signed written agreement, a Confirmation of Placement will be issued.

Fee information

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 or preliminary 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 draft, bank cheque, money order, BPay (within Australia only) 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.
- Tuition fees for the student must be paid by the due date stated on the invoice or the Letter of Offer may be withdrawn.
- Where payment as required is not made by the due date and the overdue amount is referred to an external agency for collection, a fee equal to 15% of the outstanding amount will be added to the fees owing.
- The International Education Division is not responsible for any monies paid to an agent or other third party by the student or parent.

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 the next page).

School Term Dates 2013 to 2015

	Term 1	Term 2	Term 3	Term 4
2013	29 Jan to 28 Mar	15 Apr to 28 Jun	15 Jul to 20 Sep	7 Oct to 20 Dec
2014	28 Jan to 4 Apr	22 Apr to 27 Jun	14 Jul to 19 Sep	6 Oct to 19 Dec
2015	28 Jan to 27 Mar	13 Apr to 26 Jun	13 Jul to 18 Sep	5 Oct 18 Dec

¹ School staff planning day on 29 January 2013. Student attendance not required on this day. Students commence classes on 30 January 2013.

Terms and Conditions

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 completed online, 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:

Entering Year 9 The student must be less than 17 years of age

Entering Year 10 The student must be less than 18 years of age

Entering Year 11 The student must be less than 19 years of age

Entering Year 12 The student must be less than 20 years of age

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

* 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.

- 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.

DEECD only accepts responsibility for information provided to international students:

- in DEECD's own publications
- by DEECD employees
- by DEECD accredited education agents.

DEECD will work with students to ensure success but cannot guarantee that students will:

- be accepted into a Victorian government school
- successfully complete their studies
- successfully complete their VCE
- gain entry into a tertiary institution.

Further details in relation to terms and conditions, policies and procedures are outlined in this document. Please also refer to: www.study.vic.gov.au

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.

Applicants from Norway, Sweden or Belgium

Applicants from Norway, Sweden or Belgium may have alternate overseas student health cover arrangements. Please refer to www.immi.gov.au and www.health.gov.au for further details.

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 any other person.

Victorian government schools Dependant International Student Application Form

Please keep pages 1-8 and a copy of this application for your own record and subsequent enquiry.



Department of Education and
Early Childhood Development



1. Student Details



STUDENT
PHOTOGRAPH
DO NOT STAPLE
(optional)

Family name:

Given name:

Date of birth: / /

Gender:

Nationality on passport:

Country of birth:

Passport number:

Expiry date:

2. Contact Details It is compulsory to complete these details.

Father's / Legal custodian family name:

Father's / Legal custodian given name:

Father's / Legal Custodian mobile phone:
(include international and area codes)

Father's / Legal Custodian email address:

Mother's / Legal Custodian family name:

Mother's / Legal Custodian given name:

Mother's / Legal Custodian mobile phone:
(include international and area codes)

Mother's / Legal Custodian email address:

Street address:

City: State/Province:

Country: Postcode/Zip:

Phone (include international and area codes):

Emergency contact details (if not Parent / Legal custodian):

Emergency contact's first name:

Emergency contact's last name:

Phone:

Relationship to student:

Mobile:

Email:

3. Parent's course enrolment details Please provide copy of Letter of Offer and Certificate of Enrolment.

Family name: Given name:

Nationality: Passport number:

Visa subclass: Tertiary institute:

Passport expiry date: / / Visa expiry date: / /

Course start date: / / Course end date: / /

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:

Policy name:	Policy provider:
Policy number:	Evidence attached: <input type="checkbox"/> Yes
Expiry date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	

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 enrolment based on the availability of places 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:

Preferred schools:	Preferred subjects (Year 11 students must complete this section):
•	• English/EAL
•	•
•	•
•	•
•	•
•	•
•	•
•	•

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.

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

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: <input type="text"/>		

OR Accredited Agent Details

Company name:	Contact person:
Email: <input type="text"/>	<input type="text"/>
Visit www.study.vic.gov.au for a list of DEECD accredited agents.	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?

- | | | |
|--|--|--|
| <input type="checkbox"/> education agent | <input type="checkbox"/> parent interview program | <input type="checkbox"/> relative |
| <input type="checkbox"/> www.study.vic.gov.au website | <input type="checkbox"/> radio advertisement | <input type="checkbox"/> friend studying/studied in Victoria |
| <input type="checkbox"/> promotional material (brochure, pamphlet, Right School Right Place booklet) | <input type="checkbox"/> TV advertisement | <input type="checkbox"/> friend studying/studied in Australia (not Victoria) |
| <input type="checkbox"/> magazine / newspaper advertisement | <input type="checkbox"/> exhibition/seminar/education fair | |
| <input type="checkbox"/> internet search, please provide details: | | |
| <input type="checkbox"/> Other (please specify) | | |

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

- | | | |
|---|--|---|
| <input type="checkbox"/> quality of education system | <input type="checkbox"/> pathways to university in Victoria | <input type="checkbox"/> relative/friend living in Victoria |
| <input type="checkbox"/> Victorian Certificate of Education (VCE) | <input type="checkbox"/> pathways to university in Australia | <input type="checkbox"/> quality of living in Victoria |
| <input type="checkbox"/> range of academic/curriculum programs | <input type="checkbox"/> friend studying/studied in Victoria | <input type="checkbox"/> recommended by _____ |
| <input type="checkbox"/> Other (please specify) | | |

13. Declaration and Agreement

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

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 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	D	M	M	Y	Y	Y	Y		

I, the DEECD Accredited Education Agent (if agent representation has been appointed) representing the student nominated on this application form declare that:

- the information provided in this application is correct
- the parent has read and/or I have explained the terms and conditions outlined in this application form
- I have explained to the parent the conditions of the Department of Education and Early Childhood Development's refund policy AND explained that the application fee, accommodation placement fee, arrival support fee and school transfer fee are not refundable.
- I understand that Department of Education and Early Childhood Development has the right to reject this application.

Agent's name:									Agent's name signature:	
Date:	D	D	M	M	Y	Y	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: (office use only)			

Payment option (please choose only one)

<input type="checkbox"/>	Bank draft, bank cheque or money order attached for the amount of \$220 (please note personal and/or business cheques cannot be accepted)																
<input type="checkbox"/>	Visa	Cardholder's name:															
<input type="checkbox"/>	MasterCard	Card number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Expiry date:	M	M	/	Y	Y

I authorise payment of \$220	Cardholder's signature:	
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Contact Details

Name:																			
Mobile phone: (include international & area codes)																			
Email:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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GPO Box 4367
Melbourne, Victoria 3001
Australia
41 St Andrews Place
East Melbourne, Victoria 3002
Australia

Tel: +61 3 9637 2990
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