

NSW GOVERNMENT SCHOOLS INTERNATIONAL STUDENT APPLICATION FORM

Please complete the application form in English. PLEASE PRINT CLEARLY IN CAPITAL LETTERS.



Part 1 Student details

Surname or Family Name

Given Name(s)

Date of Birth (DD/MM/YYYY) / / Male Female Nationality

Country of Birth Passport Number

If you are currently living outside Australia, please provide your overseas address. If you are already living in Australia, please provide your Australian address.

Number and Street

Suburb / Town / City Postcode

Country

Home Phone Number (including country code) + Mobile Phone Number (including country code) +

Student Email Address

Part 2 Parent details

Father's Family Name Father's Given Name

Mother's Family Name Mother's Given Name

Number and Street

Suburb / Town / City Postcode

Country

Home Phone Number (including country code) + Mobile Phone Number (including country code) +

Email Address

Part 3 Visa and Overseas Student Health Cover (OSHC)

Do you hold a current Australian visa? Yes No If yes, what type? Expiry Date

Where will you lodge the student visa application? Country City

Do you already have OSHC cover? Yes No If yes, name of current provider Expiry Date

Part 4 Accommodation and welfare

International students under 18 years of age must have appropriate accommodation and welfare arrangements for the period of study in Australia. Students under 18 years must have a NSW resident guardian/carer. Parents must nominate one of the following accommodation and welfare options.

Please tick one option only:

- 1. I nominate a Department of Immigration and Citizenship (DIAC) approved relative to provide accommodation, welfare and airport reception. *If the student is applying for primary school, this option must be selected and the student must reside with a parent. Students in Years 7 and 8 must reside with a relative who can provide parental care and supervision.*
- 2. I nominate a person over 21 years of age residing in NSW to provide accommodation, welfare and airport reception. I request that NSW Department of Education and Training approve these arrangements as the welfare provider. *This option is only available for students applying for Year 9 or higher.*
- 3. I request the NSW Department of Education and Training to arrange accommodation, welfare and airport reception. *This option is only available for students applying for Year 9 or higher. Students will be placed in approved homestay accommodation.*

Complete the details below if you selected option 1 or 2 above:

Name of Nominee Relationship to Student

Number and Street

Suburb / Town / City

Postcode Home Phone Mobile Phone

Email Address

Part 5 Education and English language proficiency

School Education Highest grade / Year level achieved School Name

English Proficiency I have taken a recognised English language test (e.g. IELTS, TOEFL, AEAS, STEP)
Name of test Score Date of test (DD/MM/YYYY) / /

English is the language of instruction at my current school

Part 6 School program and placement

a) Please nominate the program you wish to enter

Primary Kindergarten Year 1 Year 2 Year 3 Year 4 Year 5 Year 6

Secondary Year 7 Year 8 Year 9 Year 10 Years 11 and 12

Study Abroad (short term enrolments) Year 9 Year 10 Year 11

Please nominate preferred duration 3 months 6 months 9 months 12 months

CHECKLIST

Please check to ensure you have attached the following to your application:

- A recent passport-sized photograph of the student
- Certified copy of the student's birth certificate, or family register, or passport page(s) with personal particulars
- If a relative is the nominated guardian, completed DET Guardianship form and proof of identity must be provided e.g. certified copy of passport and visa or proof of Australian Citizenship
- Certified copies of school reports for the last two years with certified English translations, including academic and English level achieved
- Official results of any formal examinations including Junior High School Graduation Certificate, HKCEE, etc
- Application fee which is non-refundable
- Study Abroad students: English teacher's recommendation letter or English test results

If the student is in Australia at time of application, please also provide:

- Certified copy of passport and current visa
- Evidence of appropriate accommodation and welfare arrangements e.g. a police clearance for relatives or a copy of Confirmation of Appropriate Accommodation and Welfare (CAAW) form from your current provider
- Completed Request for Approval of Accommodation/Welfare Arrangements form available from the International Students Centre
- English language course progress reports (if student studying English)
- A copy of the membership card from your current overseas student health insurance provider

Please send your completed application to: **DET International Students Centre**
Postal address and email details are at the bottom of this page.

SCHOOL FEES 2010

Fee Type	Amount
Application Fee (GST inclusive and non-refundable)	A\$110
2010 Tuition Fees*	
• Primary fees per student per year	A\$9,500
• Junior Secondary fees per student per year	A\$11,500
• Senior Secondary fees per student per year	A\$12,900
• Intensive English fees per student for 2 terms (20 weeks)	A\$7,000
• Intensive English fees per student per week	A\$350

*Tuition fees cover the charges for tuition and administration (includes text book hire and excursions up to the value of A\$200).

TAFE NSW English Language Fees

For students enrolling in a TAFE NSW English Centre

- Application Fee* (GST inclusive and non-refundable) **A\$150**
- Tuition Fees (High School Preparation) per week **A\$350**

*A\$150 Application Fee applies to combined TAFE NSW English Language and High School packaged courses.

Other Fees

Overseas Student Health Cover (OSHC) per student per year (subject to review)	A\$354
Airport pick-up fee (GST inclusive)	A\$140
Accommodation placement fee including guardianship (GST inclusive)	A\$250
School uniforms (GST inclusive)	A\$150-200

Fees must be paid in Australian dollars by one of the following methods:

- by credit card (MasterCard or Visa)
- by cash or cheque at any Westpac Bank in Australia
- by cash, cheque or credit card at any Australian Post Office
- via BPAY in Australia
- by bank draft/bank cheque made payable to the **NSW Department of Education and Training** and received by the International Students Centre. the NSW Department of Education and Training will not be responsible for money paid to a third party.

TERMS AND CONDITIONS

Please retain a copy of the terms and conditions for your records.

REVIEW OF TUITION FEES

NSW Department of Education and Training reserves the right to review its fees. If tuition fees are increased you will be required to pay the new fees as they are introduced. If you defer your course, you will be required to pay the fees which apply at your new commencement date.

SCHOOL FEE PAYMENT

Students commencing school in term 1:

must pay Overseas Student Health Cover (OSHC) and either twelve months' tuition fee or six months' tuition fee with the balance payable by the end of Term 1.

Students commencing school in term 2:

must pay the OSHC and the tuition fee for the rest of the year.

Students commencing school in term 3:

must pay the OSHC and either twelve months' tuition fee or six months' tuition fee with the balance payable by the end of Term 4.

Students commencing school in term 4:

must pay the OSHC and tuition fees for term 4 of the current year and six months' tuition fees for the following year.

Continuing Students

Must pay twelve months' school fees for the following year by the end of Term 4, or six months' fees by the end of Term 4 and the balance owing by the end of Term 1.

Refund Policy

Application fees, airport pick-up fee and accommodation placement fee (including guardian arrangement) are not refundable.

Tuition fees are not refundable if:

- the student fails to comply with the conditions of enrolment at the school or English Language Centre
- the student breaches the visa requirements of his or her visa as imposed by the Australian government
- the student/parent provides false, inaccurate or misleading information
- the student withdraws during the TAFE NSW English Language Centre **English for High School** program. No refund will be given for the English language component.

Part or whole of the tuition fees are refundable for NSW government schools under the following circumstances:

- 100% of school tuition fees paid will be refunded if the student is refused a visa before commencing the course
- If the student commences study at a NSW government school before the student visa application has been processed and it is subsequently rejected, a pro rata refund of tuition fees paid will be made
- A fee of 20% of the whole of the annual fee (whether the whole or any part of the relevant annual fee has been paid) will be charged to cover administration costs and charges if the student is withdrawn by the parent/guardian for any reason prior to the proposed commencement at the school
- If the student is withdrawn by the parent/guardian for any reason on or after the student's proposed commencement date at a school, the parent/guardian must give notice of at least one school term duration in advance. A refund of fees will only apply to a term that has not commenced and only after the expiration of one term's written notice. (For example: if a current term has commenced, the following term will be considered as the notice period and fees paid for it will not be refunded, only fees paid for a term beyond the first two terms will be refunded). Additionally, a fee equal to 20% of the whole of the annual fee payable (whether the whole or only part of the relevant annual fee has been paid) will be charged to cover administrative costs and expenses
- Students in Year 12 who sit for the HSC are regarded as enrolled for the whole year and are not entitled to a refund for Term 4
- If the student becomes an Australian permanent resident, the student will be entitled to a full refund of the remaining fees from the date the student became an Australian permanent resident
- If the student becomes an Australian temporary resident, the student will have to pay fees under the Temporary Residents Program

Amount A\$

Card Number

Name on Card

Card Type

Visa

Mastercard

Card Expiry Date (MM/YY)

 /

Cardholder Signature

Send application forms and certified documents to: **International Students Centre PO Box 707 Broadway NSW 2007 Australia** or email: isc@det.nsw.edu.au

Part or whole of the tuition fees are refundable for the TAFE NSW English Language component of the combined TAFE NSW English Language and High School packaged course under the following circumstances:

- 100% of the tuition fees paid will be refunded if a student is refused a visa
- 90% of the tuition fees paid will be refunded if a student withdraws 4 weeks (28 days) or more PRIOR to the commencement date of their English course
- 80% of the tuition fees paid will be refunded if a student withdraws within the final 4 weeks (28 days) PRIOR to the commencement date of their English course
- If a student completes the English course earlier than expected, the remainder of fees for sessions not completed will be transferred to the government school with the student. Each session is 5 weeks in duration.

PROVIDER DEFAULT

In the unlikely event that NSW Department of Education and Training is unable to deliver the intended course, a refund of all the course fees paid to date will be offered. The refund will be paid within 2 weeks of the day on which the course ceased being provided. Students who are unable to study their preferred subjects will be offered placement at another NSW government school.

Refund Procedures

- Requests for refunds must be made in writing by the parent to the NSW Department of Education and Training (DET).
- Refunds will be processed within four (4) weeks from receipt of the written request where it includes all required information.
- A written statement will be provided to the student to explain how the refund is calculated.
- In the case of withdrawal from the program where a refund may be due, please indicate where the refund should be sent:

Parent Student Nominated Person

Name				
Address				
Suburb		Postcode		
Country				

Expectations of the NSW Department of Education and Training (NSW Government Schools)

NSW government schools will:

- provide the student with the same level of instruction and educational services as normally provided to other students of the schools enrolled at the same year level
- provide an orientation program for the student
- monitor the welfare of the student and provide counselling and ongoing support while the student is enrolled at the school
- provide a minimum of two written school reports a year (sent to the parents and guardian/carer)
- appoint one or more staff member(s) to act as point of contact for students, who have access to up-to-date details of support services for students
- provide English as a Second Language support for the student at school, if required
- approve accommodation and welfare arrangements for students under 18 years, if requested, and paid for by parents and assist in the arrangement of homestay, guardianship and airport reception through DET approved homestay providers
- pay commission to an agent registered with NSW Department of Education and Training
- receive commission from health insurance providers for the processing of overseas students health cover fees.

Expectations of the TAFE NSW English Language Centres (if student is enrolled in English for High School Preparation)

TAFE NSW English Language Centres will:

- provide intensive English language preparation for high school
- arrange for the student to be met at Sydney Airport by a representative of TAFE NSW or the nominated homestay provider (if any), and for the student to be accompanied to the nominated accommodation, if this has been requested and paid for by the parent
- organise homestay accommodation and guardianship, if this has been requested and paid for by the parent.

Expectations of Students

The student:

- is subject to the requirements of the ESOS Act 2000 and National Code 2007 and must comply with the school enrolment conditions and requirements in respect of international students
- must comply with student visa requirements
- must reside at approved accommodation while under 18 years
- must meet attendance and course requirements
- must not engage in any activity that may endanger the safety of themselves or any other persons.

Expectations of the Parent and Student over 18

The parent and any student over 18 must:

- ensure the student obtains the appropriate student visa
- ensure requirements are met and maintained for accommodation and welfare arrangements for students under 18 years
- notify the International Students Centre and the school immediately if the student's studies are terminated, or there are any changes to the student's visa status
- ensure any change to the student's address (unless arranged through DET) is advised in writing to the school within 7 days
- ensure that at least one parent or a relative who is able to provide parental care and supervision is living with the student (if the student is enrolled in Years 7 or 8)
- ensure that at least one parent lives with the student (if the student is enrolled in primary school)
- pay the required fees.

No Obligation

The Department of Education and Training does not represent or guarantee that the student will:

- be accepted for enrolment at a specific school
- successfully complete studies undertaken
- successfully complete the NSW Higher School Certificate (Year 12)
- gain entry into a tertiary institution.

Complaints Procedure

If the student or parent has any complaint(s) about the services provided by the school or the relevant fees, attempts should be made to resolve the problem with the relevant staff before lodging the complaint. Full details of the complaints procedure is available from the International Students Centre or at www.internationalschool.edu.au. So far as is relevant, complaints will be handled upon the same basis as a complaint from a student or parent ordinarily resident in NSW.

Breach of Terms and Conditions

Any breach of these terms and conditions may result in the termination of the student's enrolment.

Applications and certified documents to:

**International Students Centre
NSW Department of Education and Training
PO Box 707 (827 - 839 George Street)
Broadway NSW 2007 Australia
OR
Email: isc@det.nsw.edu.au**

**Tel: (+61) 1300 302 456
Fax: (+61 2) 9212 6721 or (+61 2) 9217 4060
Website: www.internationalschool.edu.au**