Application Process for Dependents of International Students

Thank you for choosing the New South Wales Department of Education to deliver a quality education program to your child. New South Wales government schools offer a world-class standard of education from the largest education provider in Australia.

If your child is the dependant of an international student, residing in New South Wales and already holds a current dependant student visa, please refer to the Enrolment Procedures for Temporary Residents.

If your child is the dependant of an international student and is applying for a visa, the Australian Department of Immigration & Border Protection (DIBP) will require evidence that schooling arrangements have been made for your child.

The Temporary Residents Program can issue a Confirmation of Placement document that will provide evidence of schooling arrangements. To obtain a Confirmation of Placement document, you must submit the following for each dependant student:

1. A Temporary Residents Program Application Form.
2. A copy of the parent’s Confirmation of Enrolment (CoE) issued by the parent’s education provider.
3. A copy of the parent’s scholarship letter (if applicable).
4. Payment of the Temporary Residents Program Administration Fee and Education Fee.

Education Fees

Most dependants of international students are required to pay the Temporary Residents Program Administration Fee and Education Fees. Education fees for dependants of international students vary depending on the visa subclass held by the dependant student and the education sector the primary visa holder is attending.

Please refer to the Education Fees document on our website for the Education Fee structure for dependants of international students.

Where an applicant is in a fee liable category, payment of the Temporary Residents Program Administration Fee and Education Fee must be made for each dependant student. Only subject to the completion of all requirements will a Confirmation of Placement document be issued for the dependant of the international student.

In the event you cancel your child’s application for enrolment into a New South Wales government school, any un-used education fees will be refunded in accordance with our refund policy. The Administration Fee is non-refundable.

In accordance with risk management policy, where fees are paid by credit card in advance, the Department of Education reserves the right to process any refund back to the same credit card.
Procedure once the Dependant Student arrives in New South Wales

Once your child as the dependant of the international student arrives in New South Wales, you must contact the New South Wales government primary or secondary school closest to your residential address. Temporary residents are not eligible to enrol in Selective High Schools including Agricultural High Schools, the selective component of Comprehensive High Schools and Opportunity (OC) classes in Primary Schools and are generally not eligible to enrol in the Conservatorium High School. To locate a school, click here.

When you visit your local government school, you must take the following original documents to the school for copying and certification:

1. The “Dependant of International Student Confirmation of Admission” document. This is the document issued to you by the Temporary Residents Program with the Confirmation of Placement document.
2. The passport of the dependant student.
3. The visa of the dependant student.

Both you and the school principal must complete the Dependant of International Student Confirmation of Admission document and the school will make certified photocopies of your child’s passport and visa. The completed Dependant of International Student Confirmation of Admission document and a certified photocopy of your child’s passport and visa must then be sent to the Temporary Residents Program.

These documents can be posted, faxed or emailed as an attachment to the Temporary Residents Program using the contact details provided below. Subject to the completion of all requirements, an Authority to Enrol document will be issued to the school by the Temporary Residents Program.

Your child cannot commence enrolment in a New South Wales government school until an Authority to Enrol has been issued by the Temporary Residents Program.

Scholarships

Students who are dependants of international students who have a full scholarship from the Australian Government (AusAID), the Australian Defence Force or an approved publicly funded Australian higher education institution are exempt from the Temporary Residents Education Fees. The Education Fee exemption does not apply to recipients of scholarships where school fees for dependent children are included in the scholarship.

Dependants of Post Graduate Doctorate Students

Dependant students holding visa subclass 574 or 500, and who are dependants of international postgraduate doctorate students studying in a New South Wales tertiary institution, are liable for the Temporary Residents Administration Fee but are exempt from the Temporary Residents Education Fees for the period where all criteria is satisfied. The Education Fee exemption does not apply to recipients of scholarships where school fees for dependent children are included in the scholarship.