Application Process for Visitor Visa Holders

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.

The visitor visa program is for visitors to Australia who want their children to study at a New South Wales government school while they are in Australia.

To be eligible for enrolment in a New South Wales government school, your child must be accompanied by their parent or staying with a direct relative (grandparent; aunt, uncle, brother or sister). The direct relative must be over 21 years of age.

The application process for visitor visa holders can only begin once your child arrives in Australia. Once your child arrives in New South Wales, the parent or relative may visit their local government school. You must take the original passport and current valid visa of the student to the school for copying and certification. To locate a school, click here.

The school may provide you a Temporary Residents Program Application Form to complete or you may download the Application Form from our website prior to visiting the school by clicking here.

You must complete the appropriate sections of the Temporary Residents Program Application Form and the school principal will complete the principal’s verification section. The school will provide you with certified copies of the passport and visa for submission with the application.

The completed Application Form, a certified copy of your child’s passport, a certified copy of your child’s visa and payment of the Temporary Residents Program Administration Fee and Education Fee must then be sent to the Temporary Residents Program using the postal address details provided below. You should keep a copy of the completed Application Form for your own records.

Living Arrangements for Visitor Visa Holders

The New South Wales Department of Education requires that all school aged students who are less than 18 years of age and who hold a subordinate visitor or temporary resident visa based on a parent’s principal visa and who are seeking enrolment in a New South Wales government school, must reside with the parent during any period of enrolment.

In the extenuating circumstance where the student is not residing with the parent, the parent must nominate a Guardian/Carer, who is a relative and over 21 years of age, by completing the attached Guardian/Carer Nomination Form.

The Guardian/Carer Nomination Form must be provided to the New South Wales government school in which the child is enrolled for retention with the student’s records. Please find additional information and the Nomination Form on the following pages.
Visitor Visa Administration Fee & Education Fee Rates for 2016

An Administration Fee of A$110.00 is required for each student and for each period of enrolment. The Administration Fee is non-refundable. Students who hold a visitor visa are restricted to a maximum period of 3 months study (13 school weeks) for the duration of their visa (DIBP Condition 8201).

Visitor visa education fees are always charged on a whole week basis. If for any reason the student only attends school for a part week, the whole week rate will be charged. All fees are listed in Australian Dollars and are non-refundable.

The 2016 Visitor Visa Education Fee rate per school week of enrolment is:

<table>
<thead>
<tr>
<th>School Year</th>
<th>Education Fee Weekly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years K – 6</td>
<td>$262.50</td>
</tr>
<tr>
<td>Years 7 - 10</td>
<td>$312.50</td>
</tr>
<tr>
<td>Years 11 - 12</td>
<td>$350.00</td>
</tr>
</tbody>
</table>

The New South Wales Department of Education reserves the right to vary fees. Applicants will be required to pay the adjusted fees from the date of variation. For more information on fees, please refer to the Education Fees document on our website.

Specific Enrolment Conditions for Visitor Visa Holders

1. The Temporary Residents Program is not for students who enrol in New South Wales government schools on an international student visa or for groups of students on an advertised tour. These students must apply through either the International Student Program or the Study Tour Program.

2. The enrolment of a student holding a visitor visa will be subject to the agreement of the school principal.

3. Visitor visa holders are not eligible to enrol in an Intensive English Centre or the Intensive English High School to receive on arrival intensive English as an Additional Language/Dialect (EAL/D) support.

4. Visitor visa holders are not eligible to receive English as an Additional Language/Dialect (EAL/D) support.

5. Visitor visa holders are not eligible to apply for an exemption from the Temporary Residents Administration Fee or Education Fee.

6. Visitor visa holders are not eligible for a refund of fees paid to the Temporary Residents Program.

7. Visitor visa holders are not eligible to enrol in Intensive English Centres, 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.
Checklist of Required Documents

You must send the following documents and payment to the Temporary Residents Program:

1. The completed Temporary Residents Program Application Form
2. Payment of the Temporary Residents Program Administration Fee and Education Fee
3. A certified copy of your child's passport
4. A certified copy of your child's visa
5. A certified copy of the passport entry stamp,
   (This is the stamp from Australian Customs that shows the date your child arrived in Australia)

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.
The NSW Department of Education requires that all school aged students who are less than 18 years of age and who hold a subordinate visitor or temporary resident visa based on a parent’s principal visa and who are seeking enrolment in a NSW government school, must reside with the parent during any period of enrolment, except in the most extenuating circumstances acknowledged by the NSW Department of Education.

In those cases where the Department has acknowledged the most extenuating circumstances or for those prospective students who are under 18 years of age and hold a principal visitor visa, a parent must nominate a Guardian/Carer who is a relative and over 21 years of age as proscribed by the Department of Immigration & Border Protection. (The Guardian/Carer may be a brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece or nephew, step-aunt, step-uncle, step niece or step-nephew).

If not an Australian citizen, the Guardian/Carer must provide a certified copy of their current passport and visa to the NSW government school in which the child is enrolled for retention with this Nomination form in the student’s records.

The Parent and Guardian/Carer must accept the following conditions.

- Maintain regular contact with the student and liaise with the school and parents;
- Ensure the student attends the school regularly and punctually;
- Notify the school and the Temporary Residents Program (address below) in writing of any change of residential address, change of visa status (certified copy to be provided) within 7 days;
- Contact the parent and the school in the case of accident/serious illness or medical emergency;
- Assist the student to seek any necessary medical attention and ensure a medical certificate is obtained in the case of absence;
- Inform the parents promptly in the event of any problems, discuss solutions with parents and act promptly on their advice;
- Write to, or telephone the school to ask for leave for the student for medical or any other appointment, specifying the dates and times of absence;
- Liaise with the school concerning behaviour, conduct or any issues that may affect the student’s progress;
- Attend school meetings such as parent/teacher interviews, subject selection meetings and other school meetings deemed necessary by the school principal on behalf of the parents;
- Assist the student to understand school policies and visa requirements and abide by them.

NOTE:
- Both a Parent and the Guardian/Carer must sign the declaration. Under the NSW Child Protection Act (1998) all guardian/carers must complete the attached Prohibited Employment Declaration (Attachment 4).
- Parents and guardian/carers must retain a copy of this document.
Please print details in ENGLISH

A. PARENT DECLARATION

I appoint (Name of parent in full) (Name of Guardian/Carer) as Guardian/Carer of my child (Name of student)

My relationship to the student is: Mother/ Father (please circle one)

Address:

Telephone: (Home) (Work) (Mobile)
Fax: (Email)

Signed: Date:
(Parent Name)

B. GUARDIAN/CARER DECLARATION

I accept all responsibility as the Guardian/Carer and agree to fulfill all required conditions for

Name of Student: ____________________________________________

Guardian/Carer’s Name: Age: Date of Birth: _______________________

Relationship to Child / Parent: (Refer to eligible relative information on the previous page of this document)

Address: ____________________________________________________

Telephone: (Home) (Work) (Mobile)
Fax: (Email)

I have also signed the Prohibited Employment Declaration as required.

Signed: Date:
(Guardian/Carer Name)

Note: If the Guardian/Carer is in Australia on a Permanent Resident or Temporary Resident visa, please provide a certified copy of the passport and current visa for retention by the school.

CRICOS Provider Name: NSW Department of Education
CRICOS Provider Code: 00588M
PROHIBITED EMPLOYMENT DECLARATION

CHILD PROTECTION (PROHIBITED EMPLOYMENT) ACT 1998

The Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a Prohibited Person) or a Registrable Person under the Child Protection (Offenders Registration) Act 2000, to apply for, undertake or remain in, child-related employment. It does not apply if an order, from the Industrial Relations Commission or the Administrative Decisions Tribunal or the Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

Section 5 of the Child Protection (Prohibited Employment) Act 1998 defines a serious sex offence as:

- an offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment for 12 months or more, even if the sentence was not served; or

- an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW; or

- an offence under Sections 91D-91G (other than if committed by a child prostitute) and 578B or 578C(2A) of the Crimes Act 1900 or a similar offence under a law other than a law of NSW; or

- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or

- any other offence prescribed by the regulations.

Note: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Child-related employment means any employment, where at least one of the essential duties of the position, involves direct contact with children where that contact is not directly supervised. Section 3 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment is employment:

- involving the provision of child protection services;
- in pre-schools, kindergartens and child care centres (including residential child care centres);
- in schools or other educational institutions (not including universities);
- in detention centres (within the meaning of the Children (Detention Centres) Act 1987);
- in refuges used by children;
- in wards of public or private hospitals in which children are patients;
- in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership;
- in any religious organisation;
- in any entertainment venues where the clientele is primarily children;
- as a babysitter or childminder that is arranged by a commercial agency;
- involving fostering or other child care;
- involving regular provision of taxi services for the transport of children with a disability;
- involving the private tuition of children;
- involving the direct provision of health services;
- involving the provision of counselling or other support services for children;
- on school buses;
• at overnight camps for children;
• any other prescribed by regulation.

Under this Act:

• it is an offence for a Prohibited Person to apply for, undertake or remain in child-related employment;
• employers must ask existing employees, both paid and unpaid, and preferred applicants for employment to declare if they are a Prohibited Person or not;
• all child-related employees must inform their employers if they are a Prohibited Person or remove themselves from child-related employment. A Prohibited Person is someone who has been convicted of a serious sexual offence or, who has had a finding for a charge of a serious sexual offence proven in court, even if a conviction was not recorded;
• penalties are imposed for non compliance.

I am aware that I am ineligible to apply for, undertake or remain in, child-related employment if I have been convicted of a serious sex offence as defined in the Child Protection (Prohibited Employment) Act 1998 or if I am a Registrable Person under the Child Protection (Offenders Registration) Act 2000.

I have read and understood the above information in relation to the Child Protection (Prohibited Employment) Act 1998. I am aware that it is an offence to make a false statement on this form.

I declare that I am not a person prohibited by the Act from seeking, undertaking or remaining in child-related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for employment screening in accordance with Section 36 (1) (f) of the Commission for Children and Young People Act 1998.

Name: ___________________________ Signature: ___________________________

Date: ___________________________ Contact telephone number: ___________________________

Note: Seek legal advice if you are unsure of your status as a Prohibited Person.