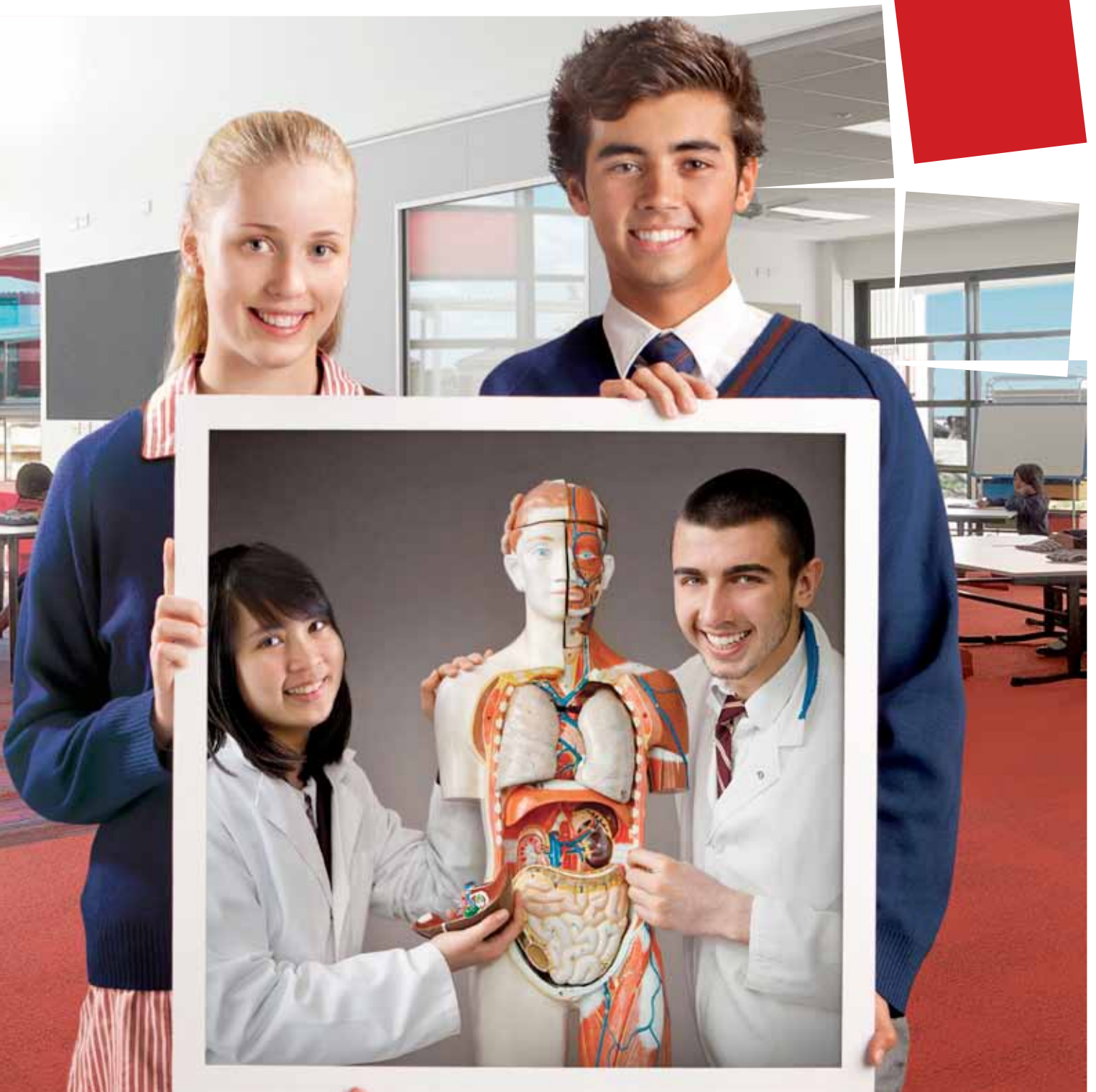


# Dependant Application Form

Victorian Government Schools  
International Student Program

Department of Education & Training



# Acronyms

|       |   |     |           |
|-------|---|-----|-----------|
| CoP   | Confirmation of Placement                       | JAN | January   |
| DET   | Department of Education and Training, Victoria  | FEB | February  |
| DIBP  | Department of Immigration and Border Protection | MAR | March     |
| IED   | International Education Division                | APR | April     |
| IELTS | International English Language Testing System   | MAY | May       |
| ISP   | International Student Program                   | JUN | June      |
| OSHC  | Overseas Student Health Cover                   | JUL | July      |
| VCAA  | Victorian Curriculum and Assessment Authority   | AUG | August    |
| VCE   | Victorian Certificate of Education              | SEP | September |
| VET   | Vocational Education and Training               | OCT | October   |
| VGS   | Victorian government schools                    | NOV | November  |
|       |   | DEC | December  |



International Education Division  
Department of Education and Training  
Melbourne  
December 2017

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2 Treasury Place, East Melbourne, Victoria, 3002.

This document is available on the internet at  
[www.study.vic.gov.au](http://www.study.vic.gov.au)

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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. Please fill in this form for visa subclasses; 500 Student – Higher Education Sector, 500 Student – Vocational Education and Training (VET), 500 Student – ELICOS and 500 Student – Non-Award. Children of parents who are studying at a Victorian University for research purposes are fee-exempt and can apply directly to individual schools (i.e. students applying for or holding a 500 Student – Masters and Doctorate or 500 Student – AusAID and Defence visa).

Apply online at [www.study.vic.gov.au](http://www.study.vic.gov.au)

Did you know that you can apply online at [www.study.vic.gov.au](http://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

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.

## 2018 School Term and Application Dates

It is preferred that you submit your application at least three months before the course commencement dates specified below.

| 2018 course commences   | Preferred submission date |
|-------------------------|---------------------------|
| Term 1: 29 January 2018 | 24 November 2017          |
| Term 2: 16 April 2018   | 23 February 2018          |
| Term 3: 16 July 2018    | 11 May 2018               |
| Term 4: 8 October 2018  | 17 August 2018            |

## 2019 School Term and Application Dates

| 2019 course commences   | Preferred submission date |
|-------------------------|---------------------------|
| Term 1: 29 January 2019 | 23 November 2018          |
| Term 2: 23 April 2019   | 22 February 2019          |
| Term 3: 15 July 2019    | 10 May 2019               |
| Term 4: 7 October 2019  | 16 August 2019            |

## 2020 School Term and Application Dates

| 2020 course commences   | Preferred submission date |
|-------------------------|---------------------------|
| Term 1: 28 January 2020 | 22 November 2019          |
| Term 2: 14 April 2020   | 21 February 2020          |
| Term 3: 13 July 2020    | 8 May 2020                |
| Term 4: 5 October 2020  | 14 August 2020            |

<sup>1</sup> 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](http://www.immi.gov.au)

## Application Process

### Step 1: Gather information

Visit [www.study.vic.gov.au](http://www.study.vic.gov.au) or contact our office for information on enrolment and studying at a Victorian government school. Read the Terms, Conditions and Policies available at [www.study.vic.gov.au](http://www.study.vic.gov.au). An accredited education agent can also assist you with selecting a school and lodging your application.

### Step 2: Apply for school enrolment

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

Please refer to the checklist on page 7 for a list of all required documents.

Applications and supporting documentation should be emailed to [international@edumail.vic.gov.au](mailto:international@edumail.vic.gov.au)

### Step 3: Application assessment

Applications received are assessed to determine whether a student meets the entry requirements to study in a Victorian government school. Application assessment cannot commence until all required documents are received. To avoid unnecessary delays, be sure applications are signed and include all the required supporting documents.

### Step 4: Letter of offer and invoice

Successful applicants will receive a Letter of Offer and invoice for fees payable.

### Step 5: Acceptance and payment

To accept the terms and conditions of enrolment in a Victorian government school, a signed written agreement and full payment of the invoice must be received within 14 days.

### Step 6: Confirmation of placement

Following acceptance and payment you will receive:

- Confirmation of Placement (CoP) Letter.

### Step 7: Applying for a visa

Submit your visa application to the Department of Immigration and Border Protection (DIBP) office. Please visit the DIBP website, [www.immi.gov.au](http://www.immi.gov.au) for information on how to apply for a visa and visa requirements.

## 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 DET accredited education agent. The application fee is non-refundable.

## Fee information (continued)

### Tuition Fees

- 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 Training.
- Where a required payment is not made by the due date and the outstanding amount is referred to an external agency for collection, a collection fee not exceeding 15% of the outstanding amount will be payable in addition to the outstanding amount.

The DET 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](http://www.vcaa.vic.edu.au) for more information.

## Terms and Conditions

### Applying

- The application form will not be processed unless all relevant sections have been completed and all requested documentation is attached.
- The student's parent or legal custodian\* **must** sign the application form where stated in the Parent's Declaration section.

### 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 Training:

- 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.

DET only accepts responsibility for information provided to international students:

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

DET 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](http://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 Training 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](http://www.immi.gov.au) and [www.health.gov.au](http://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.

\* 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.

# Victorian Government Schools Dependant International Student Application Form

Please keep pages 1-4 and a copy of this application for your own record and subsequent enquiry.



## 1. Student Details

Family name:

Given name:

Date of birth:   /   /

Gender:

Nationality on passport:

Country of birth:

In which country will you be applying for your visa?

Passport number:

Expiry date:

## 2. Contact Details

It is compulsory to complete these details. \* Please note: 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.

It is compulsory to complete these details.

- Please note 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
- Please include the contact details of the adult/s to contact with regard to the payment of all fees and in the event of any student emergencies.

Father's/Legal custodian's\* family name:

Father's/Legal custodian's\* given name:

Mother's/Legal Custodian's\* family name:

Mother's/Legal Custodian's\* given name:

Family contact number:  
(include international and area codes)

Family email address:

**Family Residential Address (Australian address preferred if known. Otherwise, please enter home country address):**

Street Address:

City:

State/Province:

Country:

Postcode/Zip:

Phone (include international and area codes):

## 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. Sibling Details

Does the student have a brother or sister currently enrolled at a Victorian government school?  Yes  No

If yes, which school are they attending?

|                 |                            |                      |                      |                      |                      |                      |                      |
|-----------------|----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Sibling name 1: | Sibling student ID number: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Sibling name 2: | Sibling student ID number: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Sibling name 3: | Sibling student ID number: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Sibling name 4: | Sibling student ID number: | <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 medical condition that a doctor should be aware of? If so, please provide details:

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Does the student have any special learning needs which the school needs to be aware of? If so, please provide details:

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## 6. Primary School Enrolment Immunisation Requirements

It is a legal requirement under Victoria's Public Health and Wellbeing Act 2008 for parents to provide an immunisation status certificate to the primary school at the time of enrolment.

For more information about how to obtain an immunisation status certificate, please refer to the Department of Health website located at the following link: [http://www.healthtranslations.vic.gov.au/bhcv2/bhcht.nsf/PresentDetail?Open&s=Starting\\_primary\\_school\\_School\\_entry\\_immunisation\\_status\\_certificates](http://www.healthtranslations.vic.gov.au/bhcv2/bhcht.nsf/PresentDetail?Open&s=Starting_primary_school_School_entry_immunisation_status_certificates)

## 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](http://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 (minimum of 5 required) 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 DET.

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   |
|---------------------------|--------------------------|--------------------------------------|--|
| n/a                       | <input type="checkbox"/> | <input type="checkbox"/>             | Birth certificate OR passport page                                     |
| n/a                       | <input type="checkbox"/> | <input type="checkbox"/>             | School reports including a grading key for the most recent two years   |
| <input type="checkbox"/>  | n/a                      | n/a                                  | A copy of the parent's Confirmation of Enrolment (CoE) or visa         |
| <input type="checkbox"/>  | n/a                      | n/a                                  | 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)          |
| n/a                       | <input type="checkbox"/> | <input type="checkbox"/>             | Proof of medical conditions and special learning needs (if applicable) |

## 11. Preferred Correspondence Please complete ONE of the following options.

### Accredited Agent Details

Company name:

Contact person:

Email:

Visit [www.study.vic.gov.au](http://www.study.vic.gov.au) for a list of DET accredited agents.

**OR**

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

Name:

Street address:

City:

State/Province:

Postcode/Zip:

Country:

Phone:

Mobile:

Email:

## 12. 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 Training's refund policy. I understand that any refund of paid tuition and other fees are subject to the Department of Education and Training's refund policy as amended from time to time
- by signing this application form for your child to study in a Victorian government primary school, you are agreeing to provide an immunisation status certificate to the primary school. It is recommended that you provide the immunisation status certificate to the primary school following the completion of this application form and your arrival in Australia, but before your child attends the primary school
- 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 Training 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 |

OR

I, the DET 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 all the terms and conditions outlined in this application form
- I have explained to the parent the conditions of the Department of Education and Training'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 Training has the right to reject this application.

|               |   |                    |   |   |   |   |   |   |
|---------------|---|--------------------|---|---|---|---|---|---|
| Agent's name: |   | Agent's signature: |   |   |   |   |   |   |
| Date:         | D | D                  | M | M | Y | Y | Y | Y |

## 13. Application Fee Payment

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

|                        |  |   |  |
|------------------------|--|---|--|
| Student's family name: |  | Student ID number:<br>(office use only) |  |
| Student's given name:  |  |   |  |

**PAYMENT:** You will receive an invoice including the \$272 application fee following lodgement of this form.



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





**International Education Division  
Department of Education and Training**

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