



**ACT**  
Government

Education and Training

# ACT Government Education and Training Directorate 2013 Application Form-Temporary Residents

CRICOS Registration Number: 00643J

## Important Information

Before you sign this form, you **MUST** read and understand the information in sections 7 to 14 of this form.

**Please print clearly in English using BLOCK LETTERS. Tick ✓ boxes where appropriate**

'The applicant' refers to the student applying for study.

If the applicant is under the age of 18, the parent and principal visa holder must sign this application form on behalf of the applicant.

### 1. Personal Details

Family Name:	
Given Name(s):	
Date of Birth (DD/MM/YYYY)	<input type="checkbox"/> Male <input type="checkbox"/> Female
Country of Birth:	Nationality:
Country of Birth:	Passport Number:
Visa Subclass (3-digit number & letter):	Visa Expiry Date (DD/MM/YYYY):
Does the student have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	<small>If yes, please provide details of the disability as an attachment to this application form and include copies of school reports and relevant medical reports</small>
Father/Guardian's Full Name:	
Mobile Number:	Email:
Will the child's father/guardian be living in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No	Primary visa applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No
Father/Guardian's Passport number:	Country of issue:
Visa subclass (3-digit number):	Visa Expiry Date (DD/MM/YYYY):
Mother/Guardian's Full Name:	
Mobile Number:	Email:
Will the child's mother/guardian be living in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No	Primary visa applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No
Mother/Guardian's Passport number:	Country of issue:
Visa subclass (3-digit number):	Visa Expiry Date (DD/MM/YYYY):
Address in Australia:	
Contact Telephone:	Fax:
Contact Person in Emergency (in Australia):	
Address:	
Relationship to student:	
Telephone:	Fax:
Address in Home Country:	
Phone Number:	

The ACT Government Education and Training Directorate (the Directorate) is collecting the information on this form to enable it to enrol students from overseas in the ACT Government school system. This is authorised by section 8 of the *Education Act 2004* (ACT).

**The Directorate usually gives some or all of this information to:**

- Commonwealth Department of Immigration and Citizenship (DIAC)
- Commonwealth Department of Education, Employment and Workplace Relations (DEEWR)
- Minister for Education and Training
- OSHC World Care insurance provider

## 2. Education Details

What is the applicant's level of competence in spoken English?  Minimal  Below Average  Average  Above Average

What is the applicant's level of competence in written English?  Minimal  Below Average  Average  Above Average

For how many years has the applicant attended school? Primary/Elementary school: \_\_\_\_\_ years Secondary school: \_\_\_\_\_ years

Name of the applicant's last school:

Address:

Phone number:

## 3. Details of Siblings

Please provide details of other children in your immediate family who are/will be enrolled in ACT government schools

Name:	Date of Birth (DD/MM/YYYY):
Name:	Date of Birth (DD/MM/YYYY):
Name:	Date of Birth (DD/MM/YYYY):

## 4. Special Circumstances and Relevant Previous History

a) Do you have any disabilities or medical conditions?  Yes\*  No

\*If Yes, please specify and provide details. Please attach any medical support documents.

b) To your knowledge is there anything in your history or circumstances (including medical history) which might pose a risk of any type to you, other students, or staff at the school?  Yes\*  No

\*If Yes, please provide a brief description of your medical or other history.

c) Have you any past history of violent behaviour?  Yes\*  No

\*If Yes, please provide details:

Did this involve being suspended or expelled from any previous school?  Yes\*  No

\*If Yes, was this for (please tick relevant box):

- Actual violence to any person  Illegal drugs  Possession of a weapon or any item that may cause injury  
 Threats of violence or intimidation of staff, students, or others at school

## 5. Course Preference

At what level of schooling does the applicant seek admission?  Early Childhood  Preschool  Kindergarten  Year 1  Year 2  
 Year 3  Year 4  Year 5  Year 6  Year 7  Year 8  Year 9  Year 10  Year 11  Year 12

When does the applicant intend to commence studying in Australia? Month \_\_\_\_\_ Year \_\_\_\_\_

When does the applicant intend to finish studying in Australia? Month \_\_\_\_\_ Year \_\_\_\_\_

What is the applicant's highest level of schooling currently completed?

Preferred school (optional):

**Note: Placement at any level is at the discretion of the ACT Government Education and Training Directorate  
Placement in an ACT Government School will be in the Priority Enrolment Area (PEA)**

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## 6. Parent's Visa Details (if applicable)

Family Name:		
Given Name(s):		
Date of Birth (DD/MM/YYYY):	<input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality:
Country of Birth:	Passport Number:	
Visa Subclass (3-digit number & letter):	Visa Expiry Date (DD/MM/YYYY):	
Address in Australia:		
Mobile Number:	Email:	
Contact Telephone:	Fax:	
Address in Home Country:		
Name of Course Provider:		
Have you been awarded a full scholarship? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide details and attach a copy of the official scholarship letter		
Scholarship Name:		
Scholarship Provider:		
Scholarship Start Date (DD/MM/YYYY):	Scholarship End Date (DD/MM/YYYY):	

## 7. Enrolment Procedures

- To enrol in the ACT Government Education and Training Directorate Temporary Resident Students Program simply follow the 2 steps below:
1. Complete this application form. Send this form, along with all documents required (see checklist, section 17) with the application fee to the address shown in section 18 of this form.
  2. If the application is successful, invoice of the cost of tuition will be emailed to you. Full payment is required prior to enrolment in an ACT government school.

## 8. Important Information

### Preliminary Notes

- If the applicant is under 18 years of age, this form will **not** be processed unless it is signed by their parent/guardian, who must also be the primary visa applicant.
- The application will **not** be processed until the application fee has been received.
- Completion and lodgement of this form does not necessarily guarantee you a place in an ACT government school.

### General Information for all Applicants

The International Education Unit (IEU) administers the enrolment of dependents of temporary residents in all ACT government schools. Dependents of temporary residents are not permitted to enrol in any ACT public school for any period of time until their enrolment is approved by the IEU. You will be required to pay fees unless your visa falls into an exemption category. For detailed information regarding the current fee structure and enrolment procedures, please visit our website or contact our office using the details below.

This "2013 Application Form for Dependents of Temporary Residents" must be completed for each dependent of temporary residents applying for enrolment in an ACT government school. All sections of the application form must be completed in English. Once the application is processed and fees paid, you will be notified that the IEU has approved the student/s for enrolment. The IEU will also notify the school to confirm enrolment if approved. You may be required to complete a general school enrolment form, which will be made available to you by the student's school.

Please refer to the checklist to ensure that you have provided all the documentation that is required. Incomplete applications will result in delays to the student's application for enrolment. If you are liable to pay fees, the student cannot be enrolled until the fees are paid.

During the student's enrolment, failure to pay fees by the due date may lead to cancellation of the student's enrolment.

### Additional Information for Visitor Visa (Tourist Visa) Applicants

Visitors to Australia who wish to study at an ACT government school must make an application through the International Education Unit using the 'Short Stay (5-10 Week) 2013 Application for Enrolment' form, located on the Directorate's website at [www.det.act.gov.au](http://www.det.act.gov.au).

### Additional Information for Dependents of International Students

You will be liable to pay school fees for your dependent student unless you are awarded a full scholarship by the Australian Government or by an Australian education institution in Canberra. For further information, please read the 'Enrolment of Non-Australian Citizens or Non-Permanent Residents – Charging Policy', available on the Directorate's website at [www.det.act.gov.au](http://www.det.act.gov.au).

## 9. Fees and Charges 2013

	Amount (GST Inclusive)
Application Fee (once only and non-refundable)	
• Long Term Stay (stay longer than 10 weeks)	A\$235
• Short Term Stay (5-10 weeks)	A\$120
<b>Tuition and Administrative fee for Mainstream Schooling (based on one full academic year)</b>	
Preschool	A\$3,600*
Years K-6	A\$9,320*
Years 7-10	A\$12,500*
Years 11-12	A\$13,900*
Primary Introductory English Centre	A\$9,850*
Secondary Introductory English Centre	A\$13,900*
Short Term Stay (5-10 weeks) (Preschool-Year 12)	A\$350/Week*
<b>Tuition fee for Special Needs (For Dependant visa only)</b>	Up to A\$53,485* (pending assessment)

\*This fee covers school tuition plus Parental Voluntary Contribution, textbook hire and consumable charges. It does not include the costs of materials used by students to make items which they take away from the school. Nor does this fee cover non-curriculum excursion costs.

Student tuition fees are required one year in advance and are due each year in the first week of March. In term 4 each year, students receive an invoice from their school international coordinator for the following year's tuition fees.

**Please note that late payment of tuition fees by returning students will incur a \$585 surcharge (GST inclusive)**

### Additional Fees (if applicable)

International Baccalaureate – registration/examination fees (Optional)  
ANU College and Elite Sports Programs (Optional)

Approximately A\$2,200\*  
Additional charges on application

Payable in smaller amounts at the time of examinations.  
At time of enrolment.

\*These fees are current as of 1 Oct 2012, but may be subject to change without notice.

## 10. Payment Methods

**No cash payments are accepted. All payments are to be made in Australian dollars only.**

*Bank cheque / draft* – payable to: ACT Government, Education and Training Directorate

*Telegraphic Transfer* – to the Directorate account. Ask your bank to identify student's name on all correspondence sent to the Commonwealth Bank of Australia.

Bank: Commonwealth Bank of Australia (London Circuit & Ainslie Avenue, Canberra 2600, Australia)  
Account Name: ACT Education & Training Directorate Departmental  
BSB: 062 987  
Account Number: 1000 0421  
SWIFT Code: CTBAAU2S

*Credit Card* – Fill in your card details below:

Student Name:

Amount to be deducted: A\$ .

Card type (please tick):  Visa  Mastercard

Card Number:

Expiry Date (MM/YYYY):

Cardholder's family name:

Given name(s):

Cardholder's Signature:

Date (DD/MM/YYYY):

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- Minister for Education and Training
- OSHC World Care insurance provider

## 11. Refund of Tuition Fees

In the event that a student withdraws from an ACT government school, or if you are no longer liable to pay fees (eg. you become a permanent resident or your visa subclass changes to one in a fee exemption category) you may be entitled to a refund.

1. **The Directorate should be advised in writing by the applicant of any decision to change the arrangements about studying at a school managed by the Directorate.**
2. **A request for a refund should be in writing, addressed to the Manager, International Education Unit (IEU), ACT Government Education and Training Directorate, 51 Fremantle Drive, Stirling ACT 2611 or faxed to 61 2 6205 9239. The Directorate will refund the balance of fees owing within 4 weeks after receiving a written claim from the applicant or the person who paid tuition fees on behalf of any applicant under 18 years old.**
3. **For continuing students who decide not to complete a course in which they have enrolled, a refund will depend on when advice of withdrawal from the course is received:**
  - If written advice is received before 9am on the first day of semester 90% of the tuition fees will be refunded.
  - If written advice is received on or after the first day of semester and before 5pm on the Friday of Week 4 of the semester 50% of the tuition fees will be refunded.
  - If written advice is received after 5pm on Friday of Week 4 of the semester no refund will be possible.
4. **All fees must be paid in Australian dollars. Refunds will be reimbursed in Australian dollars in the form of Electronic Funds Transfer.**

## 12. Disclaimer

### Expectations of the ACT Government Education and Training Directorate (the Directorate)

*ACT government schools will:*

- Provide the applicant with the same level of instruction and educational services as normally provided to other students enrolled in **mainstream** studies at the same schools enrolled at the same year level.
- Introduce the applicant to the school community.
- Provide English as a Second Language (ESL) support for the applicant at the school.

### Expectations of parents and students over 18 years of age

*Parents must:*

- Pay the required tuition fees when an offer of placement is made and fees owing on receipt of invoice.
- Notify both the school that the applicant is enrolled in and the Directorate **immediately** if applicant's studies are terminated or there are any changes to the applicant's visa status.
- If acting as the applicant's guardian in Australia, reside with the applicant in Canberra for the full length of the applicant's enrolment period.
- Ensure the applicant resides at the nominated residence and notify the school and the Department in writing, within 7 days, of any changes to the applicant's address or contact details.

### Expectations of students

*The Student:*

- Is subject to the same enrolment conditions and penalties as other mainstream students at the school.
- Must comply with all visa requirements.
- Must meet course and attendance requirements.
- Must not engage in any activity that may endanger the safety of themselves or any other persons.

### No obligation

*The ACT Government Education and Training Directorate does not represent or guarantee that the student will:*

- Be accepted for enrolment at a specific school.
- Successfully complete studies undertaken.
- Successfully complete ACT Year 10 or Year 12 Certificate.
- Gain entry into a higher education or tertiary institution.

## 13. Terms & Conditions

- The applicant declares that all information provided with this application form and attachments to the form is true and that the applicant has read, understood and agreed to be bound by the attached terms and conditions.
- The applicant declares that details regarding *all* special needs and medical conditions of the applicant have been disclosed.
- The applicant agrees that the provision of false or misleading information may result in cancellation of enrolment.
- The applicant agrees that if the applicant is accepted for enrolment in mainstream studies at an ACT Government School, the applicant must comply with the terms and conditions of enrolment.
- The applicant authorises the ACT Government Education and Training Directorate (the Directorate) to make appropriate arrangements or to monitor the applicant's accommodation, support and general welfare while in Australia.
- The applicant agrees to report to the Directorate of any issues/problems concerning the applicant's schooling, homestay and general well being.
- The applicant agrees to conform to the Directorate's homestay rules and guidelines and will stay in the homestay arranged for the applicant by the Directorate until the applicant fulfils the requirements for moving out of homestay (listed in the applicant's offer of place letter).
- The applicant agrees to inform the Directorate at any change of residential address in Australia **within 7 days of doing so**.
- The applicant agrees to attend school in accordance with Australian Government student visa regulations and comply with all student visa conditions and the applicant understands that if they fail to comply with any visa conditions the Directorate will report the applicant student to Australian Department of Education, Employment and Workplace Relations (DEEWR) and the Department of Immigration & Citizenship (DIAC) and the applicant's student visa may be terminated.
- Consent is given for the applicant to:
  - attend and participate in school activities, including excursions and trips arranged by the school, and
  - in the event of emergency, using ambulance transportation and/or receiving such medical or surgical treatment as may be deemed necessary by medical practitioner(s).
- The applicant is responsible for any costs incurred in providing medical treatment and associated services for the applicant.
- The applicant agrees that if there is any difference in meaning of the provision of English version and/or any translated version of this form or any other the Directorate's official document or the terms and conditions outlined in the offer of place, the English version is to prevail.

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- Minister for Education and Training
- OSHC World Care insurance provider

## 14. Complaints & Appeals Procedure

If the applicant has any complaint(s) about the conditions set out by the ACT Government Education and Training Directorate (the Directorate) or the service provided by the Department, they should refer to the complaints and appeals section of the 'Enrolment of Non-Australian Citizens or Non-Permanent Residents – Charging Policy', available on the Directorate's website ([www.det.act.gov.au](http://www.det.act.gov.au)).

## 15. Declaration

The applicant has read and understood the Fees and Charges (9), Refund of Tuition Fees Policy (11), the Disclaimer (12), the Terms & Conditions (13) and the Complaints & Appeal Procedure (14).

Applicant's Name:

Signature:

Date (DD/MM/YYYY):

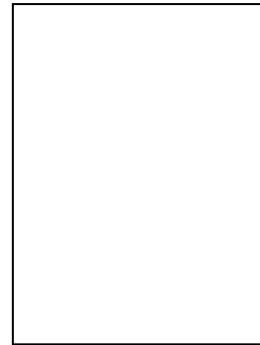
Parent/Guardian's Name:

Signature:

Date (DD/MM/YYYY):

## 16. Passport Photograph

Please attach a recent passport-sized photograph here:



## 17. Checklist

At the time of application. All following documents must be provided:

- Copy of student's passport & visa pages
- Copy of parents' passport and visa pages
- Copy of Health insurance ( medical, hospital and ambulance ) policy/schedule
- Parent's COE from Australia education institution (if applicable)
- Application fee of A\$235 (GST Inclusive)

**Do NOT provide original documents**

## 18. Correspondence

**All correspondence and enquiries should be addressed to:**

**International Education Unit  
Education and Training Directorate  
ACT Government  
GPO BOX 158  
Canberra ACT 2601, AUSTRALIA**

**Telephone:** +61 2 6205 9178

**Facsimile:** +61 2 6205 9239

**Email:** [ieu@act.gov.au](mailto:ieu@act.gov.au)

This application form is also available at [www.det.act.gov.au](http://www.det.act.gov.au)