



Education and Training

ACT Department of Education & Training Short Stay (5 – 10 Weeks) 2011 Application for Enrolment

CRICOS Registration Number: 00643J

Refund Policy

The ACT Department of Education and Training's (the Department) refund policy is in Section 13 of this form. Please ensure that you read and understand the conditions of this policy by signing in Section 17 – Declaration.

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, a parent or guardian must complete and 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	Nationality
Country of Birth	Passport Number	
Father's Full Name		
Mobile Number	Email	
Mother's Full Name		
Mobile Number	Email	
Address in Home Country		
Contact Telephone	Fax	
Parents' visa status (if residing in Australia)		
Contact Person in Emergency (in Australia)		
Address		
Relationship to you		
Telephone	Fax	

2. Education Details

What is the applicant's level of competence in spoken English?	<input type="checkbox"/> Minimal	<input type="checkbox"/> Below Average	<input type="checkbox"/> Average	<input type="checkbox"/> Above Average
What is the applicant's level of competence in written English?	<input type="checkbox"/> Minimal	<input type="checkbox"/> Below Average	<input type="checkbox"/> Average	<input type="checkbox"/> Above Average
Where did the applicant study English?				
If the applicant has sat for the TOEFL or IELTS Test:	Date of test (DD/MM/YYYY)	Score		
For how many years has the applicant attended school?	Primary/Elementary school	years	Secondary school	years
Name of the applicant's last school				
Address				
Please include end of semester exam results and/or the last two years school reports and a letter from the Principal or the classroom teacher as a referee.				

The ACT Department of Education and Training (the Department) 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 Department 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)
- Office of the ACT Minister for Education and Training
- OSHC World Care insurance provider

3. Visa and Overseas Student Health Cover (OSHC)

What kind of visa will you visit Australia on (eg. student, tourist)?

Does the applicant already have health cover?
*You MUST provide evidence of health cover before
this application can be processed

Yes*
 No

Name of Provider

Expiry date (DD/MM/YYYY)

4. Special Needs

Please provide details of medical or other special needs (for example allergies, religious observances, special dietary requirements):

5. Accommodation and Welfare

You must provide accommodation details below.

Note: Parents of students under 18 years of age who will not be residing with the applicant must nominate a responsible relative as guardian in Australia (Under Migration Regulation 1.03 a relative means a spouse, parent, brother or sister, grandparent, aunt, uncle, niece or nephew, step-uncle/aunt/niece/nephew).

The International Education Unit does NOT provide accommodation or airport pickup services for short term students.

Complete the following details (**Applications will NOT be processed until these details are provided**):

Name of nominee

Address

Postcode

Home Phone

Mobile Phone

Email

Relationship to student

6. Airport Pickup

Who will pickup the student?

What is their mobile phone number? 04

7. Course Preference

At what level of schooling does the applicant seek admission? 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

Note: Placement at any level is at the discretion of the ACT Department of Education and Training

Preferred school or location **1.**

(Please list 3 schools in the applicant's order of preference)

See schools list at section 20 **2.**

3.

What are the applicant's preferred subjects?

What are the applicant's future plans after completing school? University in Australia CIT/TAFE Return home

University (other country) Private College Not certain at this time

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8. Important Information

- If the applicant is under 18 years of age, this form will **not** be processed unless it is signed by their parent/guardian.
- 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.

9. Information Source

How did the applicant first hear about ACT Government Schools? Friend or Relative (Home country) Friend or Relative (Australia)
(Tick one box only)

Advertisement (Home country) Advertisement (Australia) Internet Other:
(Please Specify)

10. Enrolment Procedures

- To enrol in the ACT Department of Education and Training International Fee Paying Students Program simply follow the 3 steps below:
1. Complete this application form. Send this form, certified copies of school reports and Principal's reference with the application fee to the address shown in section 20 of this form.
 2. If your application is successful, we will send you an Offer of Place. To accept, return the signed Offer of Place and Agreement with full fees and charges, within 30 days.
 3. Once we receive the student's tuition fees in full, we will advise the school of the student's enrolment

11. Fees and Charges 2011

	Amount (GST Inclusive)	Payable with
Application Fee (once only and non-refundable)	A\$115	Initial application
Tuition and Administrative fee for Mainstream Schooling		
Preschool (per tuition week)	A\$350*	Acceptance of offer of place
Years K-6 (per tuition week)	A\$350*	Acceptance of offer of place
Years 7-10 (per tuition week)	A\$350*	Acceptance of offer of place
Years 11-12 (per tuition week)	A\$350*	Acceptance of offer of place
Primary Introductory English Centre (per tuition week)	A\$350*	Acceptance of offer of place
Secondary Introductory English Centre (per tuition week)	A\$350*	Acceptance of offer of place

*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 or special needs support/service costs. These fees are current as of 1 January 2011, but may be subject to change without notice.

Please note that full payment of tuition fees is due 5 days prior to school commencement

X-ray and Medical/Hospital/Ambulance Insurance

Students over the age of 12 and are studying for 5 weeks or more are required to pass a chest x-ray examination before they commence studies. Please be advised that it is compulsory for *all* students to obtain medical/hospital insurance for the full length of study and provide evidence of cover by completing section 3 of this form and attaching the policy schedule to this application form.

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12. Payment Methods

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

Bank cheque / draft – payable to: ACT Department of Education and Training

Telegraphic Transfer – to the Department 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 Department of Education and Training – Operating Account
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):

13. Refund of Tuition Fees Policy

Student Default

- The Department should be advised in writing by applicant of any decision to change the arrangements about studying at a school managed by the Department.**
- The Department will only agree to a refund if written evidence is provided that:**
 - the arrangements are changed before a visa is obtained, or
 - family illness makes it impossible for travel to Australia to occur. In this case the issuing Department of Immigration and Citizenship (DIAC) office must be advised that the visa should be cancelled and evidence of the cancellation must be provided to the Department, or
- A request for a refund should be in writing, addressed to the Manager, International Education Unit (IEU), ACT Department of Education and Training, 51 Fremantle Drive, Stirling ACT 2611 or faxed to 61 2 6205 9239. The Department 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.**
- All fees must be paid in Australian dollars. Refunds will be reimbursed in Australian dollars in the form of cheque or bank draft and the payment will be sent to the applicant's home country address unless otherwise requested by the person paying tuition fees. The applicant's agency fees, if applicable, cannot be refunded.**

Provider Default

- In the unlikely event of default by the Department, such situations are covered by the provisions of the *Education Services for Overseas Students Act 2000* (ESOS Act) and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* (the National Code).**
- The Department's Refund of Tuition Fees Policy does not remove the right to take further action under Australian consumer protection laws nor does the Department's dispute resolution process remove the student's right to pursue other legal remedies.**

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- Office of the ACT Minister for Education and Training
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14. Disclaimer

Expectations of the ACT Department of Education and Training (the Department)

ACT Public 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 a bridging or an orientation program for the applicant.
- Monitor the welfare of the applicant and provide counselling and ongoing support while the applicant is enrolled at the school.
- Provide a minimum of two written school reports and send to parent(s) or guardian via agent if applicable.
- Appoint a qualified staff member as student coordinator to oversee the provision of student services and to attend to student pastoral care.
- Provide English as a Second Language (ESL) support for the applicant at the school.
- Pay commission to an agent contracted with the Department.
- Receive commission from health service providers for the processing of students Overseas Student Health Cover fees.

Expectations of parents and students over 18 years of age

Parents must:

- Ensure the applicant obtains a valid passport and the appropriate student visa for entry into Australia for full length of study.
- Ensure requirements are met for appropriate accommodation and welfare arrangements for the applicant under 18 years of age.
- Pay for the applicant's return airfares and living expenses while undertaking studies in Australia.
- 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 Department **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/or the Department approved/arranged homestay 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 student 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 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 ACT Year 10 or Year 12 Certificate.
- Gain entry into a higher or tertiary institution.

15. 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 public school, the applicant must comply with the terms and conditions of enrolment.
- The applicant agrees to report to the Department of any issues/problems concerning the applicant's schooling and general well being.
- The applicant agrees to inform the Department 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 student fail to comply with any visa conditions the Department 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 Department official document or the terms and conditions outlined in the offer of place, the English version is to prevail.

16. Complaints & Appeals Procedure

If the applicant has any complaint(s) about the conditions set out by the ACT Department of Education and Training (the Department) or the service provided by the Department, attempts should be made to resolve the problem with the International Education Unit (IEU) before lodging the complaint. Complaint(s) must initially be made in writing and sent to the IEU Manager, GPO Box 158, Canberra ACT 2601.

If the complaint is not resolved to the satisfaction of the student or parent, a copy of the written complaint together with the reasons for the applicant's dissatisfaction with the outcome may be forwarded to the Director of Student Services, GPO Box 158, Canberra ACT 2601 for an internal review or appeal. Following a review, the Director will advise the applicant in writing of the review/appeal's decision including the reason(s) for the decision. If the applicant is not satisfied with the solution arising from this process, the applicant may request an external appeal or review which is carried out through an independent body. The applicant will be provided with additional information as required.

This agreement does not remove the student's or parent's right to take further action under Australia's consumer protection laws or to pursue other legal remedies.

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

17. Declaration

The applicant has read and understood the Fees and Charges (10), Refund of Tuition Fees Policy (13), the Disclaimer (13), the Terms & Conditions (14) and the Complaints & Appeal Procedure (15).

Applicant's Name:

Signature:

Date (DD/MM/YYYY):

Parent/Guardian's Name:

Signature:

Date (DD/MM/YYYY):

18. Passport Photograph

Please attach a recent passport-sized photograph here:



19. Checklist

Have you attached to this application?

- Certified copies of school reports for the past two years with English translation
- Certified copies of a letter of reference from your school Principal
- Evidence of your chest x-ray and medical insurance
- Two passport-sized recent photographs
- Application fee of A\$115 (GST Inclusive) in either bank cheque, telegraphic transfer or credit card payment

20. Correspondence

All correspondence and enquiries should be addressed to:

**International Education Unit
ACT Department of Education and Training
51 Fremantle Drive, Stirling
Canberra ACT 2611
AUSTRALIA**

Telephone: +61 2 6205 9176
Facsimile: +61 2 6205 9239
Email: ieu@act.gov.au

This application form is also available at
www.det.act.gov.au

Representative

Or

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21. Snap Shot of ACT Government Schools

Secondary Colleges

Canberra College
(Years 11 & 12)
www.canberrac.act.edu.au

Dickson College
(Years 11 & 12)
www.dicksonc.act.edu.au

Erindale College
(Years 11 & 12)
www.erindalec.act.edu.au

Hawker College
(Years 11 & 12)
www.hawkerc.act.edu.au

Lake Ginninderra College
(Years 11 & 12)
www.lakeonline.act.edu.au

Gungahlin College
(Years 11 & 12)
www.gungahlincollege.act.edu.au

Lake Tuggeranong College
(Years 11 & 12)
www.ltc.act.edu.au

Melba Copland Secondary School
(Years 11 & 12)
www.mcscs.act.edu.au

Narrabundah College
(Years 11 & 12)
www.narrabundahc.act.edu.au

High Schools

Alfred Deakin High School
(Years 7-10)
www.adhs.act.edu.au

Amaroo School
(Years P – 10)
www.amaroos.act.edu.au

Belconnen High School
(Years 7 – 10)
www.blch.act.edu.au

Calwell High School
(Years 7 – 10)
www.calwellhs.act.edu.au

Campbell High School
(Years 7 – 10)
www.campbellhs.act.edu.au

Canberra High School
(Years 7 – 10)
www.canberrahs.act.edu.au

Gold Creek High School
(Years 7 – 10)
www.goldcreek.act.edu.au

Kaleen High School
(Years 7 – 10)
www.kaleenhs.act.edu.au

Kingsford Smith School
(Years P-10)
www.kss.act.edu.au

Lyneham High School
(Years 7 – 10)
www.lynehamhs.act.edu.au

Melba Copland Secondary School
(Years 7 – 10)
www.mcscs.act.edu.au

Melrose High School
(Years 7 – 10)
www.melrosehs.act.edu.au

Stromlo High school
(Years 7 – 10)
www.stromlohs.act.edu.au

Telopea Park School
(Years 7 – 10)
www.telopea.act.edu.au

Wanniassa School
(Years P – 10)
www.wans.act.edu.au

Primary and Early Childhood Schools

Ainslie School
North Ainslie Primary
Amaroo School
Aranda Primary
Arawang Primary

Bonython Primary
Calwell Primary
Campbell Primary
Chapman Primary
Charles Conder Primary
Charnwood-Dunlop School
Caroline Chisholm School
Curtin Primary

Duffy Primary

Evatt Primary

Fadden Primary
Farrer Primary
Florey Primary
Forrest Primary
Fraser Primary

Garran Primary
Gilmore Primary
Giralang Primary
Gold Creek School
Gordon Primary
Gowrie Primary
Harrison School
Hawker Primary

Hughes Primary

Isabella Plains Early
Childhood School

Kaleen Primary
Kingsford Smith School
Latham Primary
Lyneham Primary
Lyons Early Childhood
School

Macgregor School
Macquarie Primary
Majura Primary
Maribyrnong Primary
Mawson Primary
Miles Franklin Primary
Monash Primary
Mount Rogers Primary
School

Narrabundah Early
Childhood School

Ngunnawal Primary

O'Connor Cooperative School
Palmerston District Primary
Red Hill Primary
Richardson Primary
Southern Cross Early Childhood
School

Taylor Primary
Telopea Park School
Theodore Primary
Torrens Primary
Turner School
Urambi Primary

Wanniassa Hills Primary
Wanniassa School

Weetangera Primary

Yarralumla Primary

For Primary Schools and Pre Schools, please see www.det.gov.au/school_education/international_students

22. Competitive Edge

Canberra Government Schools – Our Competitive Edge

Canberra is

- Clean and safe – a survey by the Australian Institute of Criminology identified Canberra as one of the safest cities in the world
- A cultural centre
- An education centre of excellence

Schools

- Introductory English Centres, with only 10 – 12 students in each class to allow students easy transition into mainstream high school and College classes.
- English Language Bridging Courses operate at 15 high schools and 8 secondary colleges for secondary aged students.
- Provide wide curriculum choices and programs.
- Provide access to ANU Secondary College for gifted and talented students (additional fee applies).
- Students may enrol in the school of their choice (subject to availability).
- Canberra secondary college students gain entry to university at a much higher rate than students in other states and territories in Australia.
- Canberra is unique as school assessment is continuous and students do not have to sit for a large public examination for entrance to tertiary studies. This is particularly advantageous for students whose first language is not English.
- The success rate for international students in Canberra schools is very high, with the majority of international fee paying students gaining a place in tertiary institutions.
- Each school has a teacher with the function to monitor overseas students' progress and welfare. They provide counselling on personal matters, school and university courses and subject choices.
- The International Baccalaureate Program, an internationally recognised tertiary entrance program, is offered at Canberra College, Copland College and Narrabundah College.
- Parents are provided with students reports at least twice each year.
- The ACT Department of Education arranges homestay accommodation for overseas students with Australian families with high school/college aged children. Student progress is continuously monitored. Students can change homestay if required.
- International students can enrol in primary schools, high schools and secondary colleges.
- Officers of the Department's International Education Unit are on-call 24 hours a day to deal with any problems which may arise.
- The International Education Unit (IEU) employs and/or is able to employ second native language speakers for all the students enrolled into the program. Parents are encouraged to contact officers of IEU at all times.
- The IEU aims for a 24-hour turn around time for student enrolment enquires. The IEU is becoming increasingly recognised internationally for the quality service it delivers to its students and to their parents.
- The ACT Department of Education and Training also runs short term programs and a Summer School for 4 weeks each January.
- IEU offers short study (between 6-10 weeks) intensive English programs in overseas countries school holidays. Students should contact IEU directly.
- The IEU welcomes parents to visit their children while they are studying in Canberra. We can arrange Principal and teacher appointments and provide invitation letters for visa applications.

Further study

There are very strong education pathways between schools, Canberra Institute of Technology (CIT), University of Canberra (UC) and the Australian National University (ANU). Overseas students with an ACT Year 12 Certificate can gain entrance to CIT courses. CIT Associate Diploma graduates receive advanced standing, usually one year's credit for UC courses.