



**ACT**  
Government

Education and Training

# ACT Government Education and Training Directorate 2012 Application Form - Mainstream Schooling

CRICOS Registration Number: 00643J

## Refund Policy

The ACT Government Education and Training Directorate (the Directorate) 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 of school:				
<b>Please include: 1).end of semester exam results and/or the last two years school reports; 2). A letter from the Principal or the classroom teacher as a referee. 3).Assessment level 4 country applicants must include Year 9 Graduation Certificate and Reports.</b>				

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

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

### 3. Visa and Overseas Student Health Cover (OSHC)

Which city will the applicant lodge student visa application?

Does the applicant already have OSHC?

Yes\*  No

Name of Provider:

Expiry date (DD/MM/YYYY)

\*If Yes, please provide evidence

### 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 supporting documentation.

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       Others

### 5. Accommodation and Welfare

**You *must* nominate one of the following accommodation and welfare options. Please tick ✓ one option only.**

**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).**

- 1.** I nominate a Department of Immigration and Citizenship (DIAC) approved relative to provide accommodation, welfare and airport reception. *If the applicant is applying for primary school, this option must be selected and the applicant must reside with a parent. The Directorate does not provide Confirmation of Appropriate Accommodation/Welfare arrangement (CAAW).*
- 2.** I nominate a person over 21 years of age residing in ACT to provide accommodation and airport reception. I request that the ACT Government Education and Training Directorate approve these arrangements as the homestay provider. *Applicants in years 7 and 8 must reside with a relative who can provide parental care and supervision. The Directorate registers non-approved DIAC relative / family friend as homestay and provides CAAW.*
- 3.** I request that the ACT Government Education and Training Directorate to arrange accommodation, welfare and airport reception. Students will be placed in approved homestay accommodation. *This option is only available for applicants applying for Year 9 or higher. The Directorate provides CAAW.*

If option 1 or 2 is selected above, complete the following details:

Name of nominee:

Address:

Postcode:

Home Phone:

Mobile Phone:

Email:

Relationship to student:

### 6. Airport Pickup

Does the student require airport pickup?  Yes  No If no, who will pickup the student?

What is their mobile phone number?

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## 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 Government Education and Training Directorate**

Preferred school or location

1.

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

2.

See schools list at section 21

3.

4.  No preferred School

What are the applicant's preferred subjects?

What are the applicant's future plans after completing school?

University in Australia

TAFE/CIT

Return home

University (other country)

Private College

Not certain at this time

## 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 Government Education and Training Directorate International Fee Paying Students Program, please 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, you will be sent an Offer of Place. To accept, return the signed Offer of Place and Welfare Consent with full fees and charges, within 30 days. You will be sent/faxed an official certificate of Confirmation of Enrolment (CoE) and receipt for payments received (including Overseas Student Health Cover for the duration of the student visa).
3. When the applicant receives the CoE, apply for a student visa through Australia's diplomatic mission in your country. Information about other requirement is available from the diplomatic mission.

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## 11. Fees and Charges 2012

Application Fee (once only and non-refundable)	<b>Amount (GST Inclusive)</b> A\$225	<b>Payable with</b> Initial application
<b>Tuition and Administrative fee for Mainstream Schooling (based on one full academic year)</b>		
Preschool	A\$ 3,600*	Acceptance of offer of place
Years K-6	A\$ 9,320*	Acceptance of offer of place
Years 7-10	A\$12,500*	Acceptance of offer of place
Years 11-12	A\$13,900*	Acceptance of offer of place
Primary Introductory English Centre	A\$ 9,850*	Acceptance of offer of place
Secondary Introductory English Centre	A\$13,900*	Acceptance of offer of place
<b>Tuition fee for Special Needs (For Dependant visa only)</b>	Up to A\$53,485* (pending assessment)	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, non-curriculum excursion costs, and the support and service fees that may be incurred by students with special needs.		
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.		
<b>Please note that late payment of tuition fees by returning students will incur a \$565 surcharge (GST inclusive)</b>		
<b>Overseas Student Health Cover (OSHC) World Care premium</b>	A\$385/year	
OSHC premium is not a directorate charge – the Directorate collects this fee on behalf of OSHC World Care. OSHC must be purchased before a student visa is issued, and must cover the full length of the student visa. This fee is subject to change without notice.		
<b>Additional Fees (if applicable)</b>		
Homestay placement fee	A\$170	Payable before the student arrives.
Full board Homestay with an Australian Family	A\$340*/week for students under 15 years of age A\$260*/week for students 15 years and over	Payable fortnightly in advance to Homestay family. Fee may be subject to change. Students will be notified in writing of any increase.
Airport pickup fee	A\$170 weekdays A\$340 weekend/public holiday	Payable before the student arrives.
International Baccalaureate – registration/examination fees (Optional)	Approximately A\$2,200*	Payable in smaller amounts at the time of examinations to the program.
Intensive English and Cultural Orientation Summer School (4 weeks in January 2012)	A\$2,500	Compulsory for students who begin in Term 4.
ANU College and Elite Sports Programs (Optional)	Additional charges on application	At time of enrolment.
*These fees are current as of 1 October 2011, but may be subject to change without notice.		

## 12. 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):

## 13. Refund of Tuition Fees Policy

### Student Default

1. The Directorate will refund all *tuition fees* if an application for a student visa is unsuccessful. The Manager, International Education Unit (IEU), should be informed in writing by the applicant if a visa application has been denied. The letter of rejection from the Australian diplomatic mission must be included with the advice.
2. The Directorate should be advised in writing by applicant of any decision to change the arrangements about studying at a school managed by the Directorate.
3. The Directorate 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 Directorate, or
  - after arriving in Australia, the applicant is required to return to his/her home country because of student illness or other compelling circumstances such as the death of a family member. Again, the Directorate would need to see that appropriate visa arrangements had been made with DIAC.
  - after arriving in Australia the applicant becomes a Permanent Resident.
4. 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.

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.
6. Tuition fees are not refundable if:
    - The student's enrolment is cancelled due to breaches of student visa requirements as imposed by the Australia government. This includes attendance falling below 80%, academic performance falling below the requirements of DIAC and violations of Under 18 Accommodation & Welfare arrangements.
  7. The Directorate is required to advise DIAC of changes to all study programs. Withdrawal of an application may result in changes to the entitlement to enter or remain in Australia.
  8. All fees must be paid in Australian dollars. Refunds will be reimbursed in Australian dollars in the form of Electronic Funds Transfer unless otherwise requested by the student's parents.

### Provider Default

9. In the unlikely event of default by the Directorate, 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).
10. The Directorate's Refund of Tuition Fees Policy does not remove the right to take further action under Australian consumer protection laws nor does the Directorate's dispute resolution process remove the student's right to pursue other legal remedies.

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## 14. 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 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 Directorate.
- 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 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/or the Directorate approved/arranged homestay and notify the school and the Directorate 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, attendance, and under18 welfare and accommodation arrangements 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 preferred 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 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 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.

## 16. 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 Directorate, 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 Executive Director, Tertiary and International Education, GPO Box 158, Canberra ACT 2601 for an internal review or appeal. Following a review, the Executive 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.

## 17. Declaration

The applicant has read and understood the Fees and Charges (11), Refund of Tuition Fees Policy (13), the Disclaimer (14), the Terms & Conditions (15) and the Complaints & Appeal Procedure (16).

Applicant's Name:

Signature:

Date (DD/MM/YYYY):

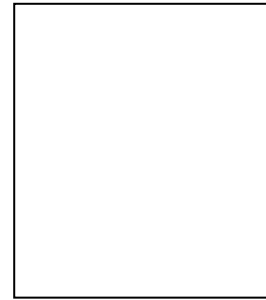
Parent/Guardian's Name:

Signature:

Date (DD/MM/YYYY):

## 18. Passport Photograph

Please attach a recent passport-sized photograph here:



## 19. Check List

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
- Certified evidence of any English language examinations that you have undertaken in the last two years
- One passport-sized recent photograph
- Application fee of A\$225 (GST Inclusive) in either bank cheque, telegraphic transfer or credit card payment

## 20. Correspondence

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

**ACT Government  
Education and Training Directorate  
International Education Unit  
51 Fremantle Drive, Stirling  
Canberra ACT 2611  
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)

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](http://www.canberrac.act.edu.au)

Dickson College  
(Years 11 & 12)  
[www.dicksonc.act.edu.au](http://www.dicksonc.act.edu.au)

Erindale College  
(Years 11 & 12)  
[www.erindalec.act.edu.au](http://www.erindalec.act.edu.au)

Hawker College  
(Years 11 & 12)  
[www.hawkerc.act.edu.au](http://www.hawkerc.act.edu.au)

Lake Ginninderra College  
(Years 11 & 12)  
[www.lakeonline.act.edu.au](http://www.lakeonline.act.edu.au)

Gungahlin College  
(Years 11 & 12)  
[www.gungahlincollege.act.edu.au](http://www.gungahlincollege.act.edu.au)

Lake Tuggeranong College  
(Years 11 & 12)  
[www.ltc.act.edu.au](http://www.ltc.act.edu.au)

Melba Copland Secondary School  
(Years 11 & 12)  
[www.mcass.act.edu.au](http://www.mcass.act.edu.au)

Narrabundah College  
(Years 11 & 12)  
[www.narrabundahc.act.edu.au](http://www.narrabundahc.act.edu.au)

### High Schools

Alfred Deakin High School  
(Years 7-10)  
[www.adhs.act.edu.au](http://www.adhs.act.edu.au)

Amaroo School  
(Years P – 10)  
[www.amaroos.act.edu.au](http://www.amaroos.act.edu.au)

Belconnen High School  
(Years 7 – 10)  
[www.blch.act.edu.au](http://www.blch.act.edu.au)

Calwell High School  
(Years 7 – 10)  
[www.calwellhs.act.edu.au](http://www.calwellhs.act.edu.au)

Caroline Chisholm School  
(Years P-10)  
[www.chisholm.act.edu.au](http://www.chisholm.act.edu.au)

Campbell High School  
(Years 7 – 10)  
[www.campbellhs.act.edu.au](http://www.campbellhs.act.edu.au)

Canberra High School  
(Years 7 – 10)  
[www.canberrahs.act.edu.au](http://www.canberrahs.act.edu.au)

Gold Creek High School  
(Years 7 – 10)  
[www.goldcreek.act.edu.au](http://www.goldcreek.act.edu.au)

Kaleen High School  
(Years 7 – 10)  
[www.kaleenhs.act.edu.au](http://www.kaleenhs.act.edu.au)

Kingsford Smith School  
(Years P-10)  
[www.kss.act.edu.au](http://www.kss.act.edu.au)

Lyneham High School  
(Years 7 – 10)  
[www.lynehamhs.act.edu.au](http://www.lynehamhs.act.edu.au)

Melba Copland Secondary School  
(Years 7 – 10)  
[www.mcass.act.edu.au](http://www.mcass.act.edu.au)

Melrose High School  
(Years 7 – 10)  
[www.melrosehs.act.edu.au](http://www.melrosehs.act.edu.au)

Stromlo High school  
(Years 7 – 10)  
[www.stromlohs.act.edu.au](http://www.stromlohs.act.edu.au)

Telopea Park School  
(Years P – 10)  
[www.telopea.act.edu.au](http://www.telopea.act.edu.au)

Wanniassa School  
(Years P – 10)  
[www.wans.act.edu.au](http://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

Namadgi 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

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