



**ACT**  
Government

Education and Training

# ACT Government Education and Training Directorate 2012 Application Form-Short Stay (5-10 weeks)

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?				
For how many years has the applicant attended school?	Primary/Elementary school	years	Secondary school	years
Name of the applicant's last school:				
Address:				

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

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

What kind of visa will you visit Australia on (eg. 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 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       Others

### 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?

### 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.

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

2.

See schools list at section 20

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

## 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?  
(Tick one box only)

- Advertisement (Home country)       Advertisement (Australia)       Internet      Other:  
(Please Specify)       Friend or Relative (Home country)       Friend or Relative (Australia)

## 10. Enrolment Procedures

To enrol in the ACT Government Education and Training Directorate International Fee Paying Students short-term Program simply follow the 3 steps below:

1. Complete this application form. Send this form 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 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 2012

	Amount (GST Inclusive)	Payable with
Application Fee (once only and non-refundable)	A\$115	Initial application
<b>Tuition and Administrative fee for Mainstream Schooling</b>		
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 Oct 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.

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

## 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

- The Directorate should be advised in writing by applicant of any decision to change the arrangements about studying at a school managed by the Department.**
- 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 Department, or
- 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.**
- 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 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).**
- 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.**

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

## 14. Disclaimer

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

#### ACT governments 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.
- 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.

### 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.
- Take full responsibility to ensure appropriate accommodation and welfare arrangement are in place for the applicant while undertaking studies in Australia.
- 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's 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 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 agrees to report to the Directorate of any issues/problems concerning the applicant's schooling and general well being.
- The applicant agrees to inform the Directorate 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 Directorate 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.

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

## 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):

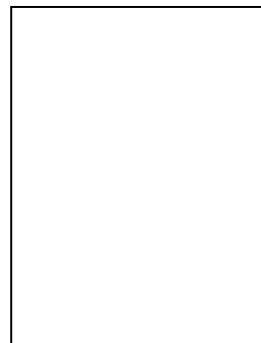
Parent/Guardian's Name:

Signature:

Date (DD/MM/YYYY):

## 18. Passport Photograph

Please attach a recent passport-sized photograph here:



Have you attached to this application?

- Evidence of the applicant's chest x-ray result if the applicant is over 12 years old
- Evidence of the applicant's medical insurance
- 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:**

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

Representative

Or

**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)

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

## 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

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

## 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.