

NSW GOVERNMENT SCHOOLS INTERNATIONAL STUDENT APPLICATION FORM

Please complete the application form in English. PLEASE PRINT CLEARLY IN CAPITAL LETTERS.



Education

Part 1 Student details

Surname or Family Name	<input type="text"/>		
Given Name(s)	<input type="text"/>		
Date of Birth (DD/MM/YYYY)	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> Male <input type="text"/> Female	Nationality <input type="text"/>
Country of Birth	<input type="text"/>	Passport Number	<input type="text"/>

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If you are currently living outside Australia, please provide your overseas address. If you are already living in Australia, please provide your Australian address.

Number and Street	<input type="text"/>		
Suburb / Town / City	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>		
Home Phone Number (including country code)	+ <input type="text"/> <input type="text"/> <input type="text"/>	Mobile Phone Number (including country code)	+ <input type="text"/> <input type="text"/> <input type="text"/>
Student Email Address	<input type="text"/>		

Part 2 Parents Overseas Contact Details

Father's Family Name	<input type="text"/>	Father's Given Name	<input type="text"/>
Mother's Family Name	<input type="text"/>	Mother's Given Name	<input type="text"/>
Number and Street	<input type="text"/>		
Suburb / Town / City	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>		
Home Phone Number (including country code)	+ <input type="text"/> <input type="text"/> <input type="text"/>	Mobile Phone Number (including country code)	+ <input type="text"/> <input type="text"/> <input type="text"/>
Email Address	<input type="text"/>		

Part 3 Visa and Overseas Student Health Cover (OSHC)

Do you hold a current Australian visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what type?	<input type="text"/>	Expiry date	<input type="text"/>
Where will you lodge the student visa application?	Country	<input type="text"/>	City	<input type="text"/>	
Do you already have OSHC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of current provider	<input type="text"/>	Expiry date	<input type="text"/>

Part 4 Accommodation and welfare

International students under 18 years of age must have appropriate accommodation and welfare arrangements for the period of study in Australia. Students under 18 years must have a suitable carer. Parents must nominate one of the following accommodation and welfare options.

Please tick ☒ one option only:

- ☐ 1. I, as parent, will accompany the above mentioned student on a guardian visa. (Please complete a **Parent Declaration for Guardian Visa Applicants** form*)
- ☐ 2. I nominate a Department of Immigration and Border Protection (DIBP) approved relative to provide accommodation, welfare and airport reception. *If the student is applying for primary school, this option must be selected. Students in Kindergarten to Year 4 must reside with a parent on a guardian visa. Students in Years 5 to 8 must reside with a direct relative who can provide parental care and supervision. (Please complete a **Direct Relative Nomination** form*)*
- ☐ 3. I nominate a person over 25 years of age residing in NSW to provide accommodation, welfare and airport reception. I request that NSW Department of Education approve these arrangements as the welfare provider. *This option is only available for students applying for Years 9 to 11. Students in Years 7 and 8 must reside with a direct relative who can provide parental care and supervision. (Please complete a **Parent Nomination for Homestay** form*)*
- ☐ 4. I request the NSW Department of Education to arrange accommodation, welfare and airport reception. *This option is only available for students applying for Years 9 to 12. Students will be placed in approved homestay accommodation. (Please complete a **Homestay Information for Parents** form*)*

Complete the details below if you selected option 1, 2 or 3 above:

Name of Nominee	<input type="text"/>	Relationship to Parent	<input type="text"/>
Number and Street	<input type="text"/>		
Suburb / Town / City	<input type="text"/>		
Postcode	<input type="text"/>	Home Phone	<input type="text"/>
		Mobile Phone	<input type="text"/>
Email Address	<input type="text"/>		

* These documents can be found on the DE International website (www.internationalschool.edu.au)

Part 5 Education and English language proficiency

School Education	Highest grade / Year level currently enrolled in	<input type="text"/>	School Name	<input type="text"/>
English Proficiency	<input type="checkbox"/> I have taken a recognised English language test (e.g. IELTS, TOEFL, AEAS, STEP Eiken) Name of test <input type="text"/> Score <input type="text"/> Date of test (DD/MM/YYYY) <input type="text"/> / <input type="text"/> / <input type="text"/>			
	<input type="checkbox"/> English is the language of instruction at my current school <input type="checkbox"/> English is my first language			
Study Abroad	<input type="checkbox"/> I have attached an English Teacher's Recommendation Letter (downloadable from DE International website: www.internationalschool.edu.au)			

Part 6 Intensive English language preparation for high school

I wish to enrol in an Intensive English program within the NSW government school system.
Students will be placed at an Intensive English Centre (IEC) close to their high school.

☐ Yes ☐ No

Part 7 School program and placement

a) Please nominate the program you wish to enter

Primary ☐ Kindergarten ☐ Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 ☐ Year 6
Secondary ☐ Year 7 ☐ Year 8 ☐ Year 9 ☐ Year 10 ☐ Years 11 and 12

**Study Abroad Program
(short-term enrolments)**

Please nominate
preferred duration

☐ Year 9 ☐ Year 10 ☐ Year 11
☐ 3 months ☐ 6 months ☐ 9 months ☐ 12 months

Please provide an **English Teacher's
Recommendation Letter**. Downloadable from
our website: www.internationalschool.edu.au

b) Preferred start date and year for Intensive English program (if required)

☐ Term 1 January ☐ Term 2 April ☐ Term 3 July ☐ Term 4 October Year

c) Preferred start date and year for school

☐ Term 1 January ☐ Term 2 April ☐ Term 3 July ☐ Term 4 October Year

d) Preferred schools for enrolment in order of preference. To search for a school go to www.internationalschool.edu.au. Placement cannot be guaranteed at any of these schools. Suitability is determined by school capacity and nominated welfare arrangements.

1
2
3

f) Compulsory subjects – please list the subjects that you must study in order to receive accreditation for your studies in the school in your home country. e.g. Mathematics, Science subjects, Foreign languages, Economics, Business Studies, Music, History, etc.

1 English (compulsory)
2
3
4
5
6
7

e) Do you have a brother or sister already enrolled in a NSW government school? ☐ Yes ☐ No If yes, name of school

Part 8 Special circumstances and relevant previous history (answer all questions)

a) Do you have any disabilities or medical conditions?

If yes, please specify and provide details including ongoing treatments and medications. This includes allergies to pets, food or other allergies.

☐ Yes ☐ No

b) Have you been hospitalised in the last two years?

If yes, please specify and provide details.

☐ Yes ☐ No

c) 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?

If yes, provide a brief description of your medical or other history.

☐ Yes ☐ No

d) Have you any past history of violent behaviour?

If yes, please provide details.

☐ Yes ☐ No

Did this involve being suspended or expelled from any previous school?

☐ Yes ☐ No If yes, was this for (please tick ☒ if relevant):

☐ 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

e) Have you been involved in any other incidents of the kind listed above outside the school setting?

If yes, please provide brief details.

☐ Yes ☐ No

Part 9 Declaration

I/We declare that all information provided with this application form is correct and that I/we have read and understood and agree to be bound by the terms and conditions on this form. I/We agree that the terms and conditions on this form, together with any offer letter constitute a written agreement between the parents/student (over 18) and NSW Department of Education (DoE) for the purpose of the ESOS Act and National Code 2007.

I/We agree to pay the applicable tuition fees set out in this form prior to the commencement of the nominated studies.

I/We agree that in the event that false, inaccurate or misleading information is provided, NSW DoE reserves the right to cancel the enrolment.

I/We agree that when I/the student am/is accepted for enrolment in a NSW government school I/We must comply with and ensure the student complies with the terms and conditions of enrolment. I/We understand and consent that personal information provided by the student to NSW DoE may be made available to the health insurance provider, Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2007 and to any contractors engaged by NSW DoE to provide advice or services in connection with any aspect of NSW DoE's international student program or operation.

I/We hereby consent to being contacted in connection with this application and any subsequent enrolment by text message, email or other electronic means and note that I/we may at any time opt out of being contacted by any such electronic means by contacting DE International and so advising.

I/We consent to the student named in this application form attending and participating in school activities, including excursions and trips arranged by the school.

In the event of an emergency I/we consent to:

- the student named in this application using ambulance transportation and/or receiving such medical or surgical treatment as may be deemed necessary
- medical and hospital staff providing medical information to the NSW Department of Education staff regarding the student named in this application.

I/We give consent for the NSW Department of Education to obtain the student's Visa Entitlement Verification Online (VEVO) information from the Department of Immigration and Border Protection (DIBP).

I/We are responsible for costs incurred in providing medical treatment and associated services for the student.

Student Signature
(in native language)

Print Name
(in English)

Date (DD/MM/YYYY)

Parent Signature/s
(in native language)

Print Name/s
(in English)

Date (DD/MM/YYYY)

NSW DoE Declaration

Personal information you supply and consent to being contacted is to be used by NSW DoE in connection with an application for a student to study in NSW. Provision of information is voluntary but, if not provided, that application may be hindered.

NSW DoE will not disclose personal information to outside parties other than as provided in this form unless required by law, you consent or it is needed to prevent serious threat to a person's health or safety. You can access and correct personal information by contacting DE International.

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Part 10 Agent details

I confirm that I have briefed the applicant and parents on the Terms and Conditions relating to this application and provided the applicant with relevant information on NSW government schools consistent with the requirements of the ESOS Act 2000 and the National Code 2007.

Email	<input type="text"/>
Signature	<input type="text"/>
Date (DD/MM/YYYY)	<input type="text"/> / <input type="text"/> / <input type="text"/>
Agent Name	<input type="text"/>
Address	<input type="text"/>
Phone Number (including country code)	+ <input type="text"/>
Fax	+ <input type="text"/>

Agent
Representative
Stamp

FEES 2016 – 2017

(All fees are GST inclusive where applicable)

Application Fee	Amount
Non-refundable and required for all applications submitted	A\$250
Tuition Fees*	

Course	Fees per student per semester (2 terms)	Fees per student per year
Primary Years K to 6	A\$5,250	A\$10,500
Junior Secondary Years 7 to 10	A\$6,250	A\$12,500
Senior Secondary Years 11 and 12	A\$7,000	A\$14,000
Intensive English Centre	A\$7,500 (A\$375 per week)	N/A

*Tuition fees cover the charges for tuition and administration (includes text book hire and compulsory excursions up to the value of A\$300).

- Overseas Student Health Cover (OSHC) per student per year **A\$600**

Students must pay OSHC for the entire length of their visa. Fees are set by OSHC provider and are revised yearly. Estimated cost based on 2016 prices.

- Airport pick-up fee **A\$140**
- Accommodation placement fee **A\$300**
- Parent nomination for homestay registration fee** **A\$290**
- School uniforms **A\$200-\$300**
- School transfer fee*** **A\$400**

**This is an annual registration fee for registering and approving homestays.

***This fee applies to students who request a change of school after the school placement is confirmed with the Confirmation of Enrolment (CoE).

Fees must be paid in Australian dollars by one of the following methods:

- By credit card (MasterCard or Visa)
- By cash, cheque or credit card at any Australian Post Office
- Via BPAY in Australia
- By bank draft/bank cheque made payable to the **NSW Department of Education** and received by DE International. The NSW Department of Education will not be responsible for money paid to a third party.
- By telegraphic transfer (only available if payment from overseas). DE International student reference number must be included in transfer information and a copy of the bank remittance must be supplied to DE International.

TERMS AND CONDITIONS

NSW Department of Education defines a study period as one semester (2 terms and up to 22 weeks).

REVIEW OF TUITION FEES

NSW Department of Education reserves the right to review its fees. If tuition fees are increased you will be required to pay the new fees as they are introduced. If you defer your course, you will be required to pay the fees which apply at your new commencement date.

SCHOOL FEE PAYMENT

Students applying to complete senior secondary (Year 11 and 12) must pay the tuition fees for the 2 year program in 3 instalments as indicated in the DE International invoice by the due date.

New Students must pay:

- Application fee – regardless of application outcome
- Fees specified in the DE International invoice will be no more than 50% of the total tuition fees for the course. Students, or the person responsible for paying their tuition fees, have the choice to pay more than 50 per cent of their tuition fees before starting their course. However, students who enrol for one semester or less must pay the amount shown on the invoice.

Continuing Students must pay:

- Fees specified in the DE International invoice by the due date.

REFUND POLICY

Application fees, airport pick-up fee and accommodation placement fee are not refundable.

Tuition fees are not refundable if:

- The student fails to comply with the conditions of enrolment at the school or English Language Centre
- The student breaches the visa requirements of his or her visa as imposed by the Australian government
- The student/parent provides false, inaccurate or misleading information.

Part or whole of the fees are refundable for NSW Government Schools under the following circumstances:

- If the student is refused a visa before commencing the course a refund fee will be deducted from any refund issued, consisting of 5% of the total pre-paid tuition and non-tuition fees or A\$500, whichever is the lesser of the two amounts.
- If the student commences study at a NSW government school before the student visa application has been processed and it is subsequently rejected, a pro rata refund of tuition fees paid will be made
- A fee of 20% of the fees paid will be charged to cover administration costs and charges if the student is withdrawn by the parent or legal guardian* for any reason prior to the proposed commencement at the school
- If a student enrolled in primary and junior secondary courses is to be withdrawn by the parent/legal guardian* for any reason on or after the student's proposed commencement date at a school, the parent or legal guardian* must give notice of at least one school term duration in advance. A refund of fees will only apply to a term that has not commenced and only be applicable after the expiration of one term's written notice. (For example, if a current term has commenced, the following term will be considered as the notice period and fees paid for it will not be refunded, only fees paid for a term beyond the first two terms will be refunded). Additionally, a fee equal to 20% of the fees paid for up to one study period will be charged to cover administrative costs and expenses
- Students enrolled in the senior secondary course are not entitled to a refund of the instalment fees, once they have commenced the period of study covered by the instalment.
- If the student becomes an Australian permanent resident, the student will be entitled to a full refund of the remaining fees from the date the student became an Australian permanent resident
- If the student becomes an Australian temporary resident, the student will be subject to fees under the Temporary Residents Program. Any remaining tuition fees will be transferred to the Temporary Residents Program.

Refund Procedures

- Requests for refunds must be made in writing by the parent or legal guardian* to DE International
- Refunds will be processed within four (4) weeks from receipt of the written request if it includes all required information
- A written statement will be provided to the student to explain how the refund is calculated.
- Please provide your account details below to ensure refunds are processed to the right account:

Bank Name	<input type="text"/>	Account Name	<input type="text"/>
BSB Number (Australian Bank)	<input type="text"/>	Swift Code (Overseas Bank)	<input type="text"/>
IFSC Code (India Only)	<input type="text"/>	Account Number	<input type="text"/>
Bank Address	<input type="text"/>		

* Legal guardian does not include the guardian/carer approved by the Department of Immigration and Border Protection or NSW Department of Education as required for a student visa.

Application fee payment (credit card)

Amount	<input type="text"/>	Card Type	<input type="text"/> Visa <input type="text"/> Mastercard
Card Number	<input type="text"/>	Card Expiry Date (MM/YY)	<input type="text"/> / <input type="text"/>
Name on Card	<input type="text"/>	Cardholder Signature	<input type="text"/>

Send application form and certified documents to: DE International Locked Bag 53 Darlinghurst NSW 1300 Australia or email: isc@det.nsw.edu.au

Provider Default

In the unlikely event that NSW Department of Education is unable to deliver the intended course, you will be offered a refund of the unused portion of prepaid course fees. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Students who are unable to study their preferred subjects will be offered placement at another NSW government school.

EXPECTATIONS

NSW government schools will:

- Provide the student with the same level of instruction and educational services as normally provided to other students of the schools enrolled at the same year level
- Provide an orientation program for the student
- Monitor the welfare of the student and provide counselling and ongoing support while the student is enrolled at the school
- Provide a minimum of two written school reports a year (sent to the parents and carer)
- Appoint one or more staff member(s) to act as point of contact for students, who have access to up-to-date details of support services for students
- Provide English as a Second Language support for the student at school, if required
- Approve accommodation and welfare arrangements for students under 18 years, if requested, and paid for by parents and assist in the arrangement of homestay and airport pick up through DE International registered homestay providers
- Pay commission to an agent registered with NSW Department of Education International
- Receive commission from health insurance providers for the processing of overseas students health cover fees.

The student:

- Must commence school enrolment on the date stated on the Confirmation of Enrolment and if this is not possible notify DE International in writing within two working days prior to the start date on the Confirmation of Enrolment
- Is subject to the requirements of the ESOS Act 2000 and National Code 2007 and must comply with the school enrolment conditions and requirements in respect of international students
- Must comply with student visa requirements and Australian laws
- Must reside at approved accommodation while under 18 years and comply with homestay requirements
- Must meet attendance and course requirements
- Must not engage in any activity that may endanger the safety of themselves or any other persons
- Must return books and materials which are the property of the school when they complete the course or withdraw.

The parent:

- Must ensure the student obtains the appropriate student visa
- Must ensure requirements are met and maintained for accommodation and welfare arrangements for students under 18 years
- Must notify DE International and the school immediately if the student's studies are terminated, or there are any changes to the student's visa status
- Must ensure any change to the student's address (unless arranged through DE International) is advised in writing to the school within 7 days
- Must ensure that at least one parent or a relative who is able to provide parental care and supervision is living with the student (if the student is enrolled in Years 5 to 8)
- Must ensure that at least one parent lives with the student (if the student is enrolled in Kindergarten to Year 4)
- Must pay the required fees. Payment of an application fee is required, regardless of application outcome.

No Obligation

The NSW Department of Education will not provide course credit for primary, junior secondary and senior secondary studies.

The NSW Department of Education does not represent or guarantee that the student will:

- Be accepted for enrolment at a specific school
- Successfully complete studies undertaken
- Successfully complete the NSW Higher School Certificate (Year 12)
- Gain entry into a tertiary institution.

Complaints Procedure

If the student or parent has any complaint(s) about the services provided by the school or the relevant fees, attempts should be made to resolve the problem with the relevant staff before lodging the complaint.

Full details of the complaints procedure is available from DE International or at www.internationalschool.edu.au. So far as relevant, complaints will be handled upon the same basis as a complaint from a student or parent ordinarily resident in NSW.

This agreement, and the availability of complaints and appeals processes, does not remove the rights of the student to take action under Australia's consumer protection laws.

Breach of Terms and Conditions

Any breach of these terms and conditions may result in the termination of the student's enrolment.

CHECKLIST

Please check to ensure you have attached the following to your application:

- ☐ Certified and translated copy of the student's birth certificate, or family register, or passport page(s) with personal particulars
- ☐ If a parent will be accompanying the student on a guardian visa, a Parent Declaration for Guardian Visa Applicants form
- ☐ If a DIBP-approved relative is the nominated carer, completed *Direct Relative Nomination* form and proof of identity must be provided e.g. certified copy of passport and visa or proof of Australian Citizenship
- ☐ If NSW DE approval is required for a nominated carer, a completed *Parent Nomination for Homestay* form with full details of nature of relationship and proof of identity must be provided e.g. certified copy of passport and visa or proof of Australian Citizenship
- ☐ If a NSW DoE homestay is being requested, a completed *Homestay Information for Parents* form
- ☐ Certified copies of school reports for the last two years with certified English translations, including academic and English level achieved
- ☐ Official results of any formal examinations including Junior High School Graduation Certificate, HKCEE, etc

- ☐ Application fee which is non-refundable
- ☐ Study Abroad students: English teacher's recommendation letter or English test results

If the student is in Australia at time of application, please also provide:

- ☐ Certified copy of passport and current visa
- ☐ Evidence of appropriate accommodation and welfare arrangements e.g. a police clearance for relatives or a copy of Confirmation of Appropriate Accommodation and Welfare (CAAW) form from your current provider

If the student is studying at another education provider in Australia:

- ☐ A copy of the confirmation of enrolment (CoE) from current provider
- ☐ A copy of the confirmation of Appropriate Accommodation and Welfare (CAAW) from your current provider (if applicable)
- ☐ English language course progress reports (if student studying English)
- ☐ A copy of the membership card from your current overseas student health insurance provider

Please send your completed application to: **DE International**
Postal address and email details are listed below.

Applications and certified documents to:



BY MAIL
DE International
NSW Department of Education
Locked Bag 53
Darlinghurst NSW 1300 Australia



BY EMAIL
isc@det.nsw.edu.au



PHONE & FAX
Phone + 61 2 9244 5555
+ 61 1300 300 229
Fax + 61 2 8293 6928



WEBSITE
www.internationalschool.edu.au