

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

d) Preferred start date and year for school

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

c) Preferred schools for enrolment in order of preference. To search for a school go to www.internationalschool.edu.au

1
 2
 3

c) Compulsory subjects – please list the subjects that you must study (Year 11 students and Study Abroad students must complete this section) e.g. Mathematics, Science subjects, Foreign languages, Economics, Business Studies, Music, History, etc.

1 English (compulsory)
 2
 3
 4
 5
 6

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

Part 7 Intensive English language preparation for high school

I wish to enrol in an Intensive English Preparation for High School program Yes No If yes, please tick one option only:

1. 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.

2. I wish to enrol at a TAFE NSW English Language Centre prior to school enrolment. This option is only available for students aged 15 years or over.

Newcastle (Hunter Institute) Ultimo (Sydney Institute)

TAFE NSW - Technical and Further Education Commission CRICOS Provider Code: 00591E

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

a) Do you have any disabilities or medical conditions? Yes No
 If yes, please specify and provide details

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, 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 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

d) Have you been involved in any other incidents of the kind listed above outside the school setting? Yes No

If yes, please provide brief details

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 and Communities (DEC) 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 DEC 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 DEC 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 DEC to provide advice or services in connection with any aspect of NSW DEC'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 DEC 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, and
- in the event of an emergency, using ambulance transportation and/or receiving such medical or surgical treatment as may be deemed necessary.

I/We give consent for the NSW Department of Education and Communities 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) (FATHER) (MOTHER)

Print Name/s (in English)

Date (DD/MM/YYYY) / /

NSW DEC Declaration

Personal information you supply and consent to being contacted is to be used by NSW DEC/TAFE NSW 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 DEC/TAFE NSW 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 DEC International.

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.

Signature Date (DD/MM/YYYY) / /

Agent Name **Institut Ranke-Heinemann**

Address

Phone Number (including country code) + Fax Number +

Email



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 DIBP-approved relative is the nominated guardian, completed DEC Guardianship/Carer form and proof of identity must be provided e.g. certified copy of passport and visa or proof of Australian Citizenship
- If NSW DEC approval is required for a nominated guardian, 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 DEC 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
- 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: **DEC International**
Postal address and email details are at the bottom of this page.

FEES 2014 – 2015 (All fees are GST inclusive where applicable)

	Amount	
Application Fee (non-refundable)	A\$250	
Tuition Fees*		
Course	Fees per student per semester (2 terms)	Fees per student per year
Primary Years K to 6	A\$5,000	A\$10,000
Junior Secondary Years 7 to 10	A\$6,000	A\$12,000
Senior Secondary Years 11 and 12	A\$6,750	A\$13,500
Intensive English Centre	A\$7,000 (A\$350 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\$200).

• TAFE NSW English Language Fees

For students enrolling in a TAFE NSW English Language Centre

- » Tuition fees (English for High School Preparation) per week **A\$350**

- Overseas Student Health Cover (OSHC) per student per year **A\$498**

Students must pay OSHC for the entire length of their visa. Health cover rate is subject to review.

- Airport pick-up fee **A\$140**
- Accommodation placement fee including guardianship **A\$270**
- School uniforms **A\$150-\$250**
- School transfer fee* **A\$400**

*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 or cheque at any Westpac Bank in Australia
- 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 Communities** and received by DEC International. The NSW Department of Education and Communities will not be responsible for money paid to a third party.

TERMS AND CONDITIONS

NSW Department of Education and Communities defines a study period as one semester (2 terms and up to 21 weeks).

Please retain a copy of the terms and conditions for your records.

REVIEW OF TUITION FEES

NSW Department of Education and Communities 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

New Students must pay:

- Application fee
- Overseas Student Health Cover
- Fees specified in the DEC International invoice which will be no more than 50% of the total tuition fees for the course of study or fees paid for a study period whichever is the greater.

Continuing Students must pay:

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

Refund Policy

Application fees, airport pick-up fee and accommodation placement fee (including guardian arrangement) 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 is enrolled in Year 12 in a NSW government school. Students in Year 12 are regarded as enrolled for the whole year and are not entitled to a refund for Term 4 tuition fees
- 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
- The student withdraws during the TAFE NSW English Language Centre **English for High School Preparation** program. No refund will be given for the English language component.

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

- 100% of school tuition fees paid will be refunded if the student is refused a visa before commencing the course
- 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 for up to one study period 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 the student is withdrawn by the parent/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 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
- 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 have to pay fees under the Temporary Residents Program.

Application fee payment (credit card)

Amount	<input type="text"/>	Card Type	<input type="checkbox"/> Visa	<input type="checkbox"/> 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: Institut Ranke-Heinemann, Schnutenhausstrasse 44 45136 Essen info@ranke-heinemann.de www.ranke-heinemann.de

Part or whole of the tuition fees are refundable for the TAFE NSW English Language component of the combined TAFE NSW English Language and High School packaged course under the following circumstances:

- 100% of the tuition fees paid will be refunded if a student is refused a visa
- 90% of the tuition fees paid will be refunded if a student withdraws 4 weeks (28 days) or more PRIOR to the commencement date of their English course
- 80% of the tuition fees paid will be refunded if a student withdraws within the final 4 weeks (28 days) PRIOR to the commencement date of their English course
- If a student completes the English course earlier than expected, the remainder of fees for sessions not commenced will be transferred to the government school. Each session is 5 weeks in duration.

PROVIDER DEFAULT

In the unlikely event that NSW Department of Education and Communities 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.

Refund Procedures

- Requests for refunds must be made in writing by the parent or legal guardian* to the NSW Department of Education and Communities.
- 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.

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

Expectations of NSW government schools

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 guardian/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, guardianship and airport reception through DEC approved homestay providers
- Pay commission to an agent registered with NSW Department of Education and Communities
- Receive commission from health insurance providers for the processing of overseas students health cover fees.

Expectations of the TAFE NSW English Language Centres (if student is enrolled in English for High School Preparation)

TAFE NSW English Language Centres will:

- Provide intensive English language preparation for high school
- Arrange for the student to be met at Sydney Airport by a representative of TAFE NSW or the nominated homestay provider (if any), and for the student to be accompanied to the nominated accommodation, if this has been requested and paid for by the parent
- Organise homestay accommodation and guardianship, if this has been requested and paid for by the parent.

Expectations of Students

The student:

- Must commence school enrolment on the date stated on the **Confirmation of Enrolment** and if this is not possible notify DEC International in writing within 24 hours of 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
- Must return laptop computers if they leave the school or withdraw prior to the end of Year 12.

Expectations of the Parent and Student over 18

The parent and any student over 18 must:

- Ensure the student obtains the appropriate student visa
- Ensure requirements are met and maintained for accommodation and welfare arrangements for students under 18 years
- Notify the DEC International and the school immediately if the student's studies are terminated, or there are any changes to the student's visa status
- Ensure any change to the student's address (unless arranged through DEC) is advised in writing to the school within 7 days
- 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 7 or 8)
- Ensure that at least one parent lives with the student (if the student is enrolled in primary school)
- Pay the required fees.

No Obligation

The Department of Education and Communities 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 the DEC International website 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.

Breach of Terms and Conditions

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

Applications and certified documents to:

Institut Ranke-Heinemann
Schnutenhausstrasse 44
45136 Essen
Deutschland
Tel.: 0049-201-252552
info@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Friedrichstrasse 95
10117 Berlin
Deutschland
Tel.: 0049-30-209629593
berlin@ranke-heinemann.de
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Institut Ranke-Heinemann
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