

# Study Abroad Application Form

Victorian Government Schools  
International Student Program

Department of Education & Training



# Acronyms

CAAW	Confirmation of Appropriate Accommodation and Welfare	JAN	January
CoE	Confirmation of Enrolment	FEB	February
DET	Department of Education and Training, Victoria	MAR	March
DIBP	Department of Immigration and Border Protection	APR	April
IED	International Education Division	MAY	May
IELTS	International English Language Testing System	JUN	June
ISP	International Student Program	JUL	July
OSHC	Overseas Student Health Cover	AUG	August
VCAA	Victorian Curriculum and Assessment Authority	SEP	September
VCE	Victorian Certificate of Education	OCT	October
VET	Vocational Education and Training	NOV	November
VGS	Victorian government schools	DEC	December



International Education Division  
Department of Education and Training  
Melbourne  
December 2017

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Authorised by the Department of Education and Training,  
2 Treasury Place, East Melbourne, Victoria, 3002.

This document is available on the internet at  
[www.study.vic.gov.au](http://www.study.vic.gov.au)

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CRICOS Provider Code: 00861K

# Study Abroad International Student Application Form

This application form is only for students who are applying for, or hold, a **subclass 500 Student - Schools visa** and are seeking to study abroad at a Victorian government school for a 3, 6 or 12 month period (short term study).

Apply online at [www.study.vic.gov.au](http://www.study.vic.gov.au)

Did you know that you can apply online at [www.study.vic.gov.au](http://www.study.vic.gov.au)?

Benefits include faster processing of applications, saving and resuming applications at any time and creating and managing multiple applications in one online system.

## Instructions

Please answer all questions in all sections. Write clearly in black ink using BLOCK LETTERS and tick boxes where appropriate. We cannot assess your application if it is incomplete or unreadable.

## 2018 School Term and Application Dates

It is preferred that you submit your application at least three months prior to the course commencement dates specified below.

2018 course commences	Preferred submission date
Term 1: 29 January 2018	24 November 2017
Term 2: 16 April 2018	23 February 2018
Term 3: 16 July 2018	11 May 2018
Term 4: 8 October 2018	17 August 2018

## 2019 School Term and Application Dates

2019 course commences	Preferred submission date
Term 1: 29 January 2019	23 November 2018
Term 2: 23 April 2019	22 February 2019
Term 3: 15 July 2019	10 May 2019
Term 4: 7 October 2019	16 August 2019

## 2020 School Term and Application Dates

2020 course commences	Preferred submission date
Term 1: 28 January 2020	22 November 2019
Term 2: 14 April 2020	21 February 2020
Term 3: 13 July 2020	8 May 2020
Term 4: 5 October 2020	14 August 2020

<sup>1</sup> School staff planning day on the first day of term 1. Student attendance may not be required on this day. Check with your school to confirm.

## Application Process

### Step 1: Gather information

Visit [www.study.vic.gov.au](http://www.study.vic.gov.au) or contact our office for information on enrolment and studying at a Victorian government school. Read the Terms, Conditions and Policies available at [www.study.vic.gov.au](http://www.study.vic.gov.au). An accredited education agent can also assist you with selecting a school and lodging your application.

## Application Process

### Step 2: Apply for school enrolment

Complete this application form and return it with the required documents to the International Education Division or a Department of Education and Training (DET) accredited education agent.

Please refer to the checklist on page 10 for a list of required documents.

Applications and supporting documentation should be emailed to [international@edumail.vic.gov.au](mailto:international@edumail.vic.gov.au)

### Step 3: Application assessment

Applications received are assessed to determine whether a student meets the entry requirements to study in a Victorian government school. Application assessment cannot commence until all required documents are received. To avoid unnecessary delays, be sure applications are signed and include all the required supporting documents.

### Step 4: Letter of offer and invoice

Successful applicants will receive a Letter of Offer and invoice for fees payable.

### Step 5: Acceptance and payment

To accept the terms and conditions of enrolment in a Victorian government school, a signed written agreement and full payment of the invoice must be received within 14 days.

### Step 6: Confirmation of enrolment

Following acceptance and payment you will receive:

- Confirmation of Enrolment (CoE) Letter
- Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter (if applicable)
- Pre-departure Guide.

### Step 7: Applying for a student visa

Students applying for a visa must apply to the Department of Immigration and Border Protection (DIBP) office. Please visit the DIBP website, [www.immi.gov.au](http://www.immi.gov.au) for information on how to apply for a visa and visa requirements.

### Step 8: Arrival details

Homestay accommodation students must provide the International Education Division with arrival details at least two weeks prior to the welfare commencement date specified on the CAAW.

## Fee Information

### Application Fee

- Applications will be processed on receipt of the application fee. Payment can be made either directly to the International Education Division or through a DET accredited education agent.

### Study Abroad Packages

- All fees are to be paid in Australian Dollars (\$AUD) for the total amount of the invoice.
- The payer is to meet all of their bank's transaction fees. The Department is not liable for any foreign exchange variation incurred when making a payment.
- Tuition fees can be paid to the Department of Education and Training by BPAY, Electronic Funds Transfer or credit card within Australia, and credit card or telegraphic transfer from overseas.
- Students receive an invoice for tuition, OSHC (if applicable), Arrival Support and Accommodation Placement fees with their letter of offer.
- Where a required payment is not made by the due date and the outstanding amount is referred to an external agency for collection, a collection fee not exceeding 15% of the outstanding amount will be payable in addition to the outstanding amount.
- The Department of Education and Training is not responsible for any monies paid to an agent or another third party by the student or parent.
- Tuition fees and other charges are subject to change and may vary from year to year. Any increase in fees during the period of study will apply to new and continuing students and will be included in subsequent invoices.
- Homestay is only available to students aged 13 and older.
- Homestay fees will be invoiced by the host school and are required to be paid prior to a student's commencement.
- The Department cannot charge more than 50% of the total course fees for study periods greater than 12 months. However, parents may choose to pay additional amounts. Additional payments can only be paid by semester. For more information contact [international@edumail.vic.gov.au](mailto:international@edumail.vic.gov.au)

### Tuition fees do not include

- Books, uniforms, stationery items, school trips, camps, homestay accommodation, visa application or travel costs.
- Optional excursion/school activities that are not a part of the course of study or curriculum.
- Vocational Education and Training (VET) subjects provided by a third party, which may require additional fees for materials and equipment.
- Victorian Curriculum and Assessment Authority (VCAA) Enrolment fee. Students enrolled in any VCE subject units must pay an enrolment fee to VCAA. Visit [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au) for more information.

### Accommodation Placement Fee

- Where the accommodation arrangements for the applicant are either homestay accommodation OR a nominated third party homestay, there is an Accommodation Placement Fee for DET to:
  - undertake a comprehensive check of the accommodation arrangements
  - issue a Confirmation of Appropriate Accommodation and Welfare (CAAW).

### Arrival Support Fee

- Students will be welcomed at the airport by a staff member from their school. The staff member will ensure that they have arrived safely and get them to call their parents as soon as possible. The student will also be supported when meeting their homestay family and assisted to settle in.
- Students are not permitted to arrive before the welfare commencement date detailed on the CAAW Letter.

## Terms and Conditions

### Applying

- The application form will not be processed unless all relevant sections have been completed and all requested documentation is attached.
- The student's parent or Legal Custodian\* **must** sign the application form where stated in the Parent's Declaration section.

\* A Legal Custodian in relation to a child refers to having the right to the daily care and control of the child and the right to make decisions for that child.

### DIBP Age Requirements

From 1 July 2016, all school students must be of an appropriate age for the entry level for their school course, regardless of their country of citizenship.

To be granted a visa for school studies, the student must meet the following age requirements:

At least six years old at time of visa application	
Commencing Year 9	The student must be less than 17 years of age
Commencing Year 10	The student must be less than 18 years of age
Commencing Year 11	The student must be less than 19 years of age
Commencing Year 12	The student must be less than 20 years of age

For further information, please visit the DIBP Online Client Service Tool at [www.border.gov.au](http://www.border.gov.au)

### Academic Requirements

- DET has the right to reject an application at any stage of the enrolment process if there is reasonable belief that the student cannot meet the requirements of the student visa. Please contact [international@edumail.vic.gov.au](mailto:international@edumail.vic.gov.au) for further information.

### Minimum English Requirements

- A student's English skills will be assessed upon arrival. If further English tuition is required the student will be enrolled in English classes as needed at no extra cost.

### Accommodation and Welfare Requirements

- All students under 13 years old must reside with a parent/legal custodian/DIBP approved relative for the duration of the student's enrolment.
- Please refer to the DIBP website [www.immi.gov.au](http://www.immi.gov.au) for a complete list of approved relatives and information on the DIBP approval process.

- The relative must also be aged 21 or over and be eligible to stay in Australia until the expiry of the student's visa or until the student turns 18.
- Students 13 years or older may reside with a parent/legal custodian, DIBP approved relative, a nominated third party homestay or in homestay accommodation, as part of DET-approved welfare arrangements.
- Homestay accommodation or nominated third party homestay must be approved by the host school and the Accommodation Placement Fee paid before a Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter will be issued.

### Overseas Student Health Cover

- As a requirement of the student's visa, students must have health insurance in the form of Overseas Student Health Cover (OSHC) in place for the duration of their visa (DIBP requirement), or for their total study period (DET preference), whichever is longer, before arriving in Australia.
- Please see the DIBP website for further information about visa conditions: [www.immi.gov.au](http://www.immi.gov.au) and contact your OHSC provider.
- DET has negotiated a preferred sole provider arrangement with Medibank, which includes a commission payment to DET for the arrangement of OSHC through Medibank.
- Students retain the right to choose their own insurer and purchase their own OSHC online. For information on how to do this visit [www.health.gov.au](http://www.health.gov.au)

### DET arranged OSHC

- DET can arrange OSHC for students. For information in relation to OSHC policy and fees please refer to: [www.study.vic.gov.au](http://www.study.vic.gov.au)

### Privately arranged OSHC

Students who choose to arrange OSHC privately / directly through a health cover provider MUST ensure that:

- OSHC is arranged prior to arrival in Australia.
- DET has details of:
  - name of the OSHC provider
  - membership number
  - start date of the cover
  - end date of the cover
  - documentation supporting OSHC coverage.

### Students studying at more than one education provider

Students studying at more than one education provider and who have multiple OSHC arrangements need to make sure that when one policy expires the next policy starts immediately. There cannot be a gap between the policies.

### Applicants from Norway, Sweden or Belgium

Applicants from Norway, Sweden or Belgium may have alternate overseas student health cover arrangements. Please refer to [www.immi.gov.au](http://www.immi.gov.au) and [www.health.gov.au](http://www.health.gov.au) for further details.

**Please note:** A visa may be cancelled if OSHC is not maintained for the duration of the stay / visa length as this constitutes a breach of visa conditions.

## Responsibilities

### Education Services for Overseas Students (ESOS)

All institutions teaching international students are regulated under the *Education Services for Overseas Students (ESOS) Act*. This protects Australia's reputation for delivering quality education services and the interests of overseas students, by setting minimum standards and providing tuition and financial assurance.

You can find further information about the *ESOS Act* and your rights as an international student at <https://internationaleducation.gov.au>

The responsibilities of DET under the *ESOS Act* are outlined below:

As part of a student's enrolment, the school and DET provide students with:

#### School:

- a Principal Class Officer who is responsible for the management of homestay accommodation and welfare services
- a staff member to act as their International Student Coordinator to oversee student services and pastoral care
- pre-arrival information is provided to the student prior to arrival
- an orientation program on arrival
- intensive English language tuition before commencement and, if required, ongoing English as an Additional Language support (secondary standard students only)
- counselling and ongoing support
- a minimum of two written and translated school reports per year
- provision of welfare and accommodation arrangements if requested by parents for students aged 13 years and over (fee applicable)
- arrival support (if requested).

#### DET:

- will keep all information in relation to applications strictly confidential and will not disclose information without consent, unless required by law
- has the right to reject an application at any stage of the enrolment process if there is reasonable belief that the student cannot meet the requirements of the student visa
- can suspend or cancel the enrolment of a student for misbehaviour or non-payment of fees
- will advise the student and parents of non-compliance, or suspension or cancellation of a student's enrolment prior to reporting a student to DIBP. Students and parents have 20 working days to appeal the decision.

DET only accepts responsibility for information provided to international students:

- in DET's own publications
- by DET employees
- by DET's registered international representatives  
e.g. DET-accredited education agents.

DET will work with students to ensure success but cannot guarantee that students will:

- be accepted into a Victorian government school
- successfully complete their studies
- successfully complete their VCE
- gain entry into a tertiary institution.

For further details in relation to terms and conditions, policies and procedures refer to: [www.study.vic.gov.au](http://www.study.vic.gov.au).

**Parents must ensure that:**

- their child has a valid passport and visa
- all living expenses and return airfares are met
- all applicable fees are fully paid for the duration of the student's enrolment
- DET is notified immediately upon cancellation or change to their child's visa status
- their child resides with their approved accommodation provider
- the student's host school is notified in writing within seven days if a parent or DIBP approved relative changes address in Australia
- if the student is under 13 years of age that at least one parent / Legal Custodian / DIBP approved relative is living with the student until they turn 13 years of age
- the student has valid health insurance through an Australian Overseas Student Health Cover (OSHC) provider for the duration of their visa. Students can apply for OSHC by selecting the option on this form
- the International Education Division is kept informed of any change of address in the student's home country.

**Students must ensure that they:**

- abide by their host school's code of conduct and their welfare and accommodation policy
- comply with all visa conditions
- do not engage in any activity that may endanger their own safety or the safety of any other person.



## 4. Special Circumstances

The more information you provide will ensure that your child is placed in a school with the most appropriate support according to their needs.

Has the student been diagnosed with a medical condition that a doctor should be aware of? If so, please provide details:

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Does the student have any special needs which the school needs to be aware of? If so, please provide details:

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## 5. Primary School Enrolment Immunisation Requirements

It is a legal requirement under Victoria's Public Health and Wellbeing Act 2008 for parents to provide an immunisation status certificate to the primary school at the time of enrolment.

For more information about how to obtain an immunisation status certificate, please refer to the Department of Health website located at the following link: [http://www.healthtranslations.vic.gov.au/bhcv2/bhcht.nsf/PresentDetail?Open&s=Starting\\_primary\\_school\\_School\\_entry\\_immunisation\\_status\\_certificates](http://www.healthtranslations.vic.gov.au/bhcv2/bhcht.nsf/PresentDetail?Open&s=Starting_primary_school_School_entry_immunisation_status_certificates)

## 6. Accommodation Details

For information on Accommodation and Welfare Requirements and Policy please refer to the website [www.study.vic.gov.au](http://www.study.vic.gov.au)

Tick one of the options below:

- 1. Parent or Legal Custodian\*** \* Please note: a legal custodian in relation to a child refers to having the right to the daily care and control of the child and the right to make decisions for that child.
- 2. DIBP Approved Relative**  
I nominate a Department of Immigration and Border Protection (DIBP) approved relative to provide accommodation, welfare and arrival support. *Options 1 or 2 must be selected if the student is under 13 years of age at time of enrolment.*
- 3. Nominated Third Party Homestay**  
I nominate a person over 21 years of age as a third party to provide accommodation and arrival support, and the Department of Education and Training as the welfare provider. *Student must be over 13 years of age. Accommodation Placement fee will be charged.*
- 4. Homestay Accommodation**  
I nominate the International Education Division to arrange accommodation, welfare and arrival support. *Student must be over 13 years of age. Accommodation Placement and Arrival Support fees will be charged.*

Complete this section if you selected Option 1 Parent or Legal Custodian, Option 2 DIBP Approved Relative or Option 3 Nominated Third Party Homestay.

Name of host family:	Relationship to student:
Address:	
Phone:	Mobile:
Email:	

Complete this section if you selected Option 4 Homestay Accommodation.

Does the student wish to live in a household with:	Smokers:	<input type="checkbox"/> No	<input type="checkbox"/> Don't mind
	Pets:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Children:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

To assist in homestay matching, please list your hobbies, sports and interests:

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Please list any specific cultural or personal matters the school should consider when arranging homestay, including dietary needs, allergies and any other considerations.

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## 7. Education History

In what country is the student currently studying?

Current grade/Year level:



**8. Study Plan**

Proposed grade/Year level:

Proposed commencement date at your host school: Term 1  Term 2  Term 3  Term 4  Year:

Proposed end date:   /   /

**9. School Preferences** Please refer to [www.study.vic.gov.au](http://www.study.vic.gov.au) for a full list of accredited Victorian government schools.

The International Education Division is able to offer enrolment based on the availability of places in a particular grade or year level in each school. To assist in the placement of the student in a suitable school, please provide a list of preferred schools (minimum of 5 schools required) and subjects:

Preferred schools:	Preferred subjects (Year 11 students must complete this section):
•	• English/EAL
•	•
•	•
•	•
•	•

**10. Checklist**

The application process will not commence until the application form is complete and all necessary supporting documentation is provided to the International Education Division of DET.  
 Copies of the following original documents must be provided:

- in the original language
- translated into English and
- certified as true copies of the original documents by an authorised person of the country concerned.

Copy of original document	English translation	Certified as true copies of original	Document
n/a	<input type="checkbox"/>	<input type="checkbox"/>	Birth certificate OR passport page
n/a	<input type="checkbox"/>	<input type="checkbox"/>	School reports including a grading key for the most recent two years
<input type="checkbox"/>	n/a	n/a	Proof of Overseas Student Health Cover (OSHC) (if applicable)
n/a	<input type="checkbox"/>	<input type="checkbox"/>	Proof of medical conditions and special learning needs (if applicable)

**11. Preferred Correspondence** Please complete ONE of the following options.

Accredited Agent Details

Company name:

Contact person:

Email:

Visit [www.study.vic.gov.au](http://www.study.vic.gov.au) for a list of DET accredited agents.  
OR

Family/other (to be completed if not using a DET accredited agent)

Name:

Street address:

City:

State/Province:

Postcode/Zip:

Country:

Phone:

Mobile:

Email:

## 12. Declaration and Agreement

This information **MUST** be provided otherwise there may be delays with the processing of the application.

**I, the parent or Legal Custodian of the student nominated on this application form, declare that:**

- I have read (and/or had explained to me), understand and accept the terms and conditions of enrolment in this application form
- I understand that the application fee, accommodation placement fee and arrival support fee are not refundable
- I understand that the refund of paid tuition and other fees are subject to the DET's refund policy. I understand that any refund of paid tuition and other fees are subject to the Department of Education and Training's refund policy as amended from time to time
- by signing this application form for your child to study in a Victorian government primary school, you are agreeing to provide an immunisation status certificate to the primary school. It is recommended that you provide the immunisation status certificate to the primary school following the completion of this application form and your arrival in Australia, but before your child attends the primary school
- the information and supporting documents provided in this application are true and correct
- the application fee is attached
- I understand that DET has the right to reject this application.

<b>Parent's/Legal Custodian's name:</b>									<b>Parent's/Legal Custodian's signature:</b>	
Date:	D	D	M	M	Y	Y	Y	Y		

**OR**

**I, the DET Accredited Education Agent (if agent representation has been appointed) representing the student nominated on this application form declare that:**

- the information provided in this application is correct
- the parent has read and/or I have explained all the terms and conditions outlined in this application form
- I have explained to the parent the conditions of the Department of Education and Training's refund policy AND explained that the application fee, accommodation placement fee, arrival support fee and school transfer fee are not refundable.
- I understand that Department of Education and Training has the right to reject this application.

<b>Agent's name:</b>									<b>Agent's signature:</b>	
Date:	D	D	M	M	Y	Y	Y	Y		

## 13. Application Fee Payment

This information **MUST** be provided otherwise there may be delays with the processing of the application.

Student's family name:			
Student's given name:			Student ID number: (office use only)

**PAYMENT: You will receive an invoice including the \$272 application fee following lodgement of this form.**

**Please keep a copy of this application for your own record and subsequent enquiry.**



**International Education Division  
Department of Education and Training**

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