Dependants of Temporary Residents CRICOS Registration Number: 00643J

The ACT Education Directorate embraces cultural diversity and welcomes international students from Primary to Y12 to experience innovative, future focused, quality learning.

Students enjoy a balanced education in a safe, multicultural location with opportunities for personal, academic, sporting, cultural and social development.

Fees

Course	Fees per student	Payable
Application Fee (non-refundable)	AUD\$265	Initial application
*Preschool	AUD\$4,200	Acceptance of offer
Primary Years K - 6	AUD\$11,100	Acceptance of offer
Secondary Years 7 - 10	AUD\$14,500	Acceptance of offer
College Years 11 - 12	AUD\$16,200	Acceptance of offer
International Baccalaureate	Contact specific school	Payable to the school

These fees are current and may be subject to change without notice.

Fees cover school tuition plus curriculum related charges. They do not cover the cost of school uniforms, book packs or materials used by students to make items they take away from school or non-curriculum excursion expenses.

In term four of each year, continuing students will receive an invoice for the following year's tuition from the school.

Applications

The International Education Unit (IEU) manages the International Feepaying Students Program. Applications should be submitted, by a registered education agent, via email to <u>ieu@act.gov.au</u> and must include this completed form and required supporting documents.

If you are unable to submit your application electronically, please contact the IEU for assistance.

Applications take up to ten (10) business days for processing.

*Preschool is not a compulsory study. Admission to preschool is subject to school placement availability.

Term Dates

2024	Start Date	End Date	
Term 1	Monday 29 January 2024	Friday 12 April 2024	
Term 2	Monday 29 April 2024	Friday 5 July 2024	
Term 3	Monday 22 July 2024	Friday 27 September 2024	
Term 4	Monday 14 October 2024	Tuesday 17 December 2024	
2025	Start Date	End Date	
Term 1	Monday 3 February 2025	Friday 11 April 2025	
Term 2	Monday 28 April 2025	Friday 4 July 2025	
Term 3	Monday 21 July 2025	Friday 26 September 2025	
Term 4	Monday 13 October 2025	Thursday 18 December 2025	
2026	Start Date	End Date	
Term 1	Monday 2 February 2026	Friday 10 April 2026	
Term 2	Monday 27 April 2026	Friday 3 July 2026	
Term 3	Monday 20 July 2026	Friday 25 September 2026	
Term 4	Monday 12 October 2026	Friday 18 December 2026	

Information Collection

The ACT Education Directorate collects information on this form to enable it to enrol students from overseas into the ACT government school system. This is authorised under section 8 of the *Education Act 2004* (ACT). The Directorate usually shares some (or all) of this information with:

- Department of Home Affairs (DHA)
- Department of Education (DE)
- Overseas Student Health Cover (OSHC) provider

ENQUIRIES

For information about applications for admission please contact:

International Education Unit ACT Education Directorate PO Box 158 CANBERRA ACT 2601

Email: ieu@act.gov.au

Telephone: +61 2 6205 9178

Important Information:

All questions must be answered in Englis Use a black pen and mark boxes with a	h. $^{\!$
When to use this Form	Use this form to enrol if you are a temporary resident seeking to enrol your dependant/s in an ACT government school.
Purpose of this Form	This form will ask you questions regarding the student, the parent/legal custodian, siblings, visa and passport information, course preferences, special circumstances and relevant medical history.
Who is the applicant	The applicant is the student applying for study. If the applicant is under 18 years of age, this form must be signed by the parent/legal custodian. One form must be completed per applicant.
Enrolment Procedure	Enrolment in an ACT government school requires:
	 completion of this application form and payment of application fee; submission of all relevant supporting documentation; letter of offer provided by the IEU; payment of appropriate tuition fees; and completion of the online enrolment process.

Expectations of the Directorate

The Directorate will provide:

- the same level of instruction and educational services for domestic students;
- an introduction to the school community for the applicant;
- two (2) written school reports per year to parent/legal guardian;
- a qualified staff member to oversee the provision of student services and to attend to pastoral care;
- English as an Additional Language or Dialect (EALD) support for the applicant; and
- a written agreement outlining the applicant's full course of studies.

The Directorate does not represent or guarantee that the applicant will:

- be accepted for enrolment at a specific school;
- successfully complete their studies;
- successfully complete the ACT Year 10 or Senior Secondary Certificate; or
- gain entry to a tertiary institution.

Expectations of parent/legal custodian The parent/legal custodian will:

- ensure the applicant obtains a valid passport and holds a valid visa for entry into Australia for the full length of study;
- ensure arrangements are made for the appropriate accommodation and welfare for the applicant;
- pay the applicant's return airfares and living expenses while they undertake studies in Australia;
- pay all relevant application and tuition fees when an offer of placement is made and upon receipt of an invoice;
- notify the school and the IEU if the applicant's visa status changes or if their studies are terminated;
- if acting as the applicant's guardian, reside at all times with the applicant in Canberra for the full length of the applicant's enrolment period or until the applicant turns 18 years of age;
- ensure the applicant resides at the nominated residence or the AHN approved accommodation arrangements and will advise the IEU and the school of any changes to the applicant's address or contact details within three (3) business days; and
- attend, on request, virtual or face-to-face family interviews conducted by the IEU.

Expectations of applicants

Applicants will:

- comply with all Department of Home Affairs visa requirement;
- not engage in any activity that may endanger the safety of themselves or any other persons, particularly behaviour that could lead to criminal charges or involvement with law enforcement;
 - maintain satisfactory course progress and attendance;
 - be subject to the same enrolment conditions and penalties as all other students; and
 - comply with all other course and behaviour requirements.

Complaints and Appeals

Complaints and appeals should be lodged via <u>ieu@act.gov.au</u>.

Alternatively, complaints can be made through the Education Directorate's concerns and complaints process.

Applicant Details					
Sumame or Family Name					
Given Names					
Date of Birth (DD/MM/YYYY)	Male		Female		Other, please specify
Passport Number	Nation	nality			Country of Birth
Visa Subclass (3-digit number)			Visa Expiry I	Date	
Parent/Carer Details					
Parent/Carer 1 Surname or Family Name					
Parent/Carer's Given Names					
Mobile Number			E	Email	
Residential Address: Street Number and Name					
Suburb/City			Post/Zip (Code	
State/Province			Со	untry	
Parent/Carer 2 Surname or Family Name					
Parent/Carer's Given Name(s)					
Passport Number			Natior	nality	
Mobile Number			E	Email	
Residential Address: Street Number and Name	(if same as parent/carer 1 write "as abov	e")			
Suburb/City			Post/Zip (Code	
State/Province			Co	untry	
Home Mailing Address: Street Number/ Name					
Suburb/City			Post/Zip (Code	
State/Province			Co	untry	
Please provide email to send invoice for tuition f	fee:				
Emergency Contact Details					
Sumame or Family Name					
Given Names					
Mobile Number			E	Email	
Residential Address: Street Number and Name					
Suburb/City			Post/Zip (Code	
State/Province			Co	untry	
Relationship to Applicant					

Applicant's level of competence in spoken English*		
Beginner	Intermediate	Advanced
Applicant's level of competence in written English*		
Beginner	Intermediate	Advanced
*IELTS is not a pre-requisite for admission into the International Fee-paying Students Pro Applicant's length of previous school attendance Primary sch		High school (years)
Applicant's highest level of education		
Name and Country of applicant's last school		
Course Preference (placement at any year level is at the	e discretion of the ACT Education Directorate)	
Please nominate the program you wish to enter	*Preschool is not a compulsory	study. Admission to preschool is subject to school placement availability
*Preschool Ki	indergarten Year 1	Year 2 Year 3
Year 4	Year 5	Year 6 Year 7
Year 8	Year 9	Year 10 Year 11
Intended Date of Study Commencement	Month	Year
Intended Date of Study Completion	Month	Year
Details of Siblings		
Dotano or oronnigo		
Please provide details of any siblings who are currently attendin	ng ACT Public Schools	
Please provide details of any siblings who are currently attendin	ng ACT Public Schools of Birth:	School name and year level:
Please provide details of any siblings who are currently attendin Sibling Name: Date of	-	School name and year level: School name and year level:
Please provide details of any siblings who are currently attendin Sibling Name: Date of Sibling Name: Date of	of Birth:	
Please provide details of any siblings who are currently attendin Sibling Name: Date of Sibling Name: Date of	of Birth: of Birth: of Birth:	School name and year level: School name and year level:
Please provide details of any siblings who are currently attendin Sibling Name: Date of Date of Date of Special Circumstances and previous history (fail Date of Date of	of Birth: of Birth: of Birth:	School name and year level: School name and year level:
Please provide details of any siblings who are currently attendin Sibling Name: Date of Does the applicant have any disabilities, mental Date of	of Birth: of Birth: of Birth: ilure to disclose may result in cancell Yes*	School name and year level: School name and year level: ation of enrolment)
Please provide details of any siblings who are currently attending Sibling Name: Date of Special Circumstances and previous history (fail Does the applicant have any disabilities, mental health, or other medical conditions? Image: Im	of Birth: of Birth: of Birth: ilure to disclose may result in cancell Yes*	School name and year level: School name and year level: ation of enrolment)
Please provide details of any siblings who are currently attending Sibling Name: Date of Special Circumstances and previous history (fail Does the applicant have any disabilities, mental health, or other medical conditions? Image: Imag	of Birth: of Birth: of Birth: ilure to disclose may result in cancell Yes*	School name and year level: School name and year level: ation of enrolment) No
Please provide details of any siblings who are currently attending Sibling Name: Date of Special Circumstances and previous history (fail Does the applicant have any disabilities, mental health, or other medical conditions? Image: Im	of Birth: of Birth: of Birth: ilure to disclose may result in cancell Yes*	School name and year level: School name and year level: ation of enrolment) No
Please provide details of any siblings who are currently attending Sibling Name: Date of Special Circumstances and previous history (fail Does the applicant have any disabilities, mental health, or other medical conditions? Image: Im	of Birth: of Birth: of Birth: ilure to disclose may result in cancell Yes* r details below. Yes* ils below. Yes*	School name and year level: School name and year level: ation of enrolment) No No No
Please provide details of any siblings who are currently attending Sibling Name: Date of Special Circumstances and previous history (fail Does the applicant have any disabilities, mental health, or other medical conditions? Image: the other of the applicant have any disabilities, mental health, or other medical conditions? Image: the other of the other other medical evidence and provide further Are there any other considerations (including medical history or a history of violence) that may pose a risk to the applicant, other students or staff at the school? Image: the other	of Birth: of Birth: of Birth: ilure to disclose may result in cancell Yes* r details below. Yes* ils below. Yes* e following reasons. sion of weapon Possession o	School name and year level: School name and year level: ation of enrolment) No No No fillegal drugs Other

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Please ensure you have attached the following to your application:

- Copy of the applicant's passport
- O Copy of the applicant's visa
- AUD\$265 non-refundable application fee

- Copy of school reports for last academic year
- Parents' Confirmation of Enrolment (CoE) if the parent is on Student Visa
- Evidence of medical insurance

Copy of the parent/legal custodian (or other Department of Home Affairs approved Guardian) visa and passport (if applicable)

Proof of ACT residential address for school allocation purposes, including current tenancy agreement, rates notice and a recent water, electricity, or gas bill.

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Ø Supporting evidence for any special considerations

TERMS AND CONDITIONS

The ACT Education Directorate defines a term as 10 continuous weeks of study. REVIEW OF TUITION FEES

The ACT Education Directorate reserves the right to review its fees. If tuition fees are increased, you will be required to pay as they are introduced. All fees must be paid in advance for the full academic year.

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

- credit card (MasterCard or Visa);
- bank draft/bank cheque payable to the ACT Education Directorate;
- telegraphic transfer (only available if payment is from overseas); or
- Electronic Funds Transfer (only available if payment is made in Australia)

The payer must meet all their bank's transaction fees associated with payment of fees. The ACT Education Directorate is not liable for any bank charges or foreign exchange variations.

A Confirmation of Enrolment will not be issued until all applicable fees are paid in full.

REFUND OF TUITION FEES POLICY

The ACT Education Directorate may issue a refund of paid tuition fees in the following circumstances:

- applicant's visa is unsuccessful;
- applicant withdraws;
- applicant is granted permanent residency to Australia;
- applicant's visa subclass changes to one that is in a fee exemption category;
- arrangements change before the student visa is granted;
- · family illness makes travel to Australia impossible;
- post arrival in Australia, the applicant is required to return to the home country due to illness or other compelling circumstances; or
- after commencing study, the applicant fails to transition successfully within the first academic school term (10 weeks) after arrival.

The International Education Unit (IEU) should be advised in writing if a visa application has been denied. The Department of Home Affairs visa rejection letter must be provided.

If illness, or other compelling circumstances, makes travel to Australia impossible, the Department of Home Affairs visa issuing office should be notified that the visa should be cancelled. Evidence of the cancellation must be provided to the IEU.

In the event of unsuccessful transition, mediation processes will be enacted and the final decision will be made by the ACT Education Directorate.

The IEU must be notified in writing of any decision to change study arrangements of the applicant. Requests for refund should be made using the "Application for Refund Request Form" available here.

The initial application fee of AUD\$265 is not refundable.

The IEU will process refund requests within four (4) weeks of receiving the written claim and will submit the finalised claim to Shared Services Accounts Payable for processing. Payment may take a further six (6) to eight (8) weeks.

If a refund is approved due to permanent residency being granted, the refund will be paid from the date of residency grant. Evidence of residency must be provided with the refund application.

For continuing students who elect not to complete a course in which they are enrolled, the following refund payments apply:

- if written advice is received before 9.00am on the first day of the academic school semester, 90% of the unused portion of paid tuition fees will be refunded;
- if written advice is received after 9.00am on the first day of the academic school semester and before 5.00pm on Friday of Week 4 of the academic school semester, 50% of the unused portion of paid tuition fees will be refunded; or
- if written advice is received after 5.00pm on Friday of Week 4 of the academic school semester, no refund is payable.

Tuition fees are not refundable if the applicant's enrolment is cancelled due to breaches of the visa conditions as approved by the Department of Home Affairs. This includes attendance falling below 80%, academic performance below the course standard and non-compliance with welfare conditions. Tuition fees are also non-refundable when the applicant's enrolment is cancelled due to non-adherence with the terms outlined in the offer letter. The ACT Education Directorate, as the provider, will approve a refund of course fees due to default as legislated in the <u>Education Services for Overseas Students Act 2000</u> and/or the <u>National Code of Practice</u> for Providers of <u>Education and Training to Overseas Students 2018</u>. Provider default occurs when the provider fails to deliver a course or ceases to provide a course to a student. In the event of a default, the ACT Education Directorate will arrange a place in an alternative course for the applicant at no cost or will provide a full refund of course fees. This will be finalised within fourteen (14) days after the default day and the new arrangements are accepted in writing.

Refunds will be reimbursed in Australian Dollars in the form of Electronic Funds Transfer.

SUSPENSION OR CANCELLATION OF ENROLMENT

The applicant's enrolment may be suspended or cancelled if:

- applicable tuition fees are not paid by the date specified on the invoice;
- applicant is found to be in breach of their Department of Home Affairs specified visa conditions.

Suspension or cancellation of enrolment may impact on the applicant's future visa applications to Australia.

COMPLAINTS AND APPEALS

The applicant has a right of appeal of any decision of the ACT Education Directorate, including the "Notice of Intent to Report", and will be advised in writing of their appeal options. Internal appeals must be lodged in writing within twenty (20) working days of receipt of the internal decision. Internal appeals should be made in writing and addressed to Executive Branch Manager Universal School Support. Appeals should be lodged via email to ieu@act.gov.au and include evidence to support the appeal.

The ACT Education Directorate will commence a review of the appeal of the internal decision within ten (10) working days of receipt of the appeal. Appellants will be provided a written outcome of the appeal within ten (10) working days of the internal appeals process being finalised, including details and reasons for decision.

If the appellant is unsuccessful in their internal decision appeal they may lodge a further appeal to an external body. Details of the external appeals process will be provided in the appeals decision letter.

Applicant's unsuccessful with an internal appeal and who do not lodge a further external appeal will be reported to the Department of Home Affairs as being in breach of their student visa conditions. Notification to the Department of Home Affairs will only occur after the internal (and external if relevant) appeals process has been finalised. The ACT Education Directorate will maintain applicant enrolment, and accommodation and welfare arrangements, while any external review process is ongoing, unless extenuating circumstances relate to the welfare of the student.

If the applicant has any complaints about the conditions set out by the ACT Education Directorate, or the services it provides, attempts should be made to resolve the problem with the IEU directly. If the complaint cannot be resolved initially, the applicant may refer the matter in writing to the Executive Branch Manager Universal School Support. The referral should be submitted via email to <u>ieu@act.gov.au</u>. Following a review of the complaint, the applicant will be advised of the outcome in writing. If the applicant is not satisfied with the outcome, an external appeals mechanism will be made available.

The applicant may also refer their complaint to the ACT Education Directorate online via the <u>ACT Education</u> <u>Directorate contact form</u>.

This process does not remove the applicant's (or the parent/legal custodian's) right to take further action under <u>Australian consumer law</u>.

Declaration

I/we declare that the information provided with this application form and any supporting attachments is true. I/we declare that we have read and understood the information, instructions, and terms and conditions on this form, and agree to be bound by them.

I/we agree to pay the applicable fees set out in this form prior to the offer of a place in an ACT government school.

I/we declare that details regarding ALL medical conditions and other special consideration (including behavioural) of the applicant have been disclosed.

I/we understand that the provision of false or misleading information may result in cancellation of enrolment.

I/we agree that if the applicant is accepted for enrolment into mainstream studies at an ACT government school, I/we and the applicant must comply with the terms and conditions of that enrolment.

I/we agree to report to the ACT Education Directorate any issues concerning the applicant's schooling and general well-being.

I/we give consent for the applicant to:

attend and participate in school activities, including school arranged excursions and trips; and

 in the event of an emergency, be transported by ambulance and/or receive such medical or surgical treatment as may be deemed necessary by a medical practitioner.

I/we agree to be liable for any costs incurred in the applicant receiving necessary medical treatment and associated services.

I/we agree that if there is any difference in the meaning of the provision of English and/or other translated version of this form, or any other of the ACT Education Directorate's official documents (or terms and conditions outlined in the offer of place in an ACT government school), the English version/translation will prevail.

I/we agree that this application will not be processed until all required attachments and supporting evidence is provided.

I/we agree to notify the registered provider of current contact details and any changes to the contacts details of the person who is nominated as the emergency contact for the duration of the applicant's studies in Australia. The IEU will notify law enforcement and other relevant agencies as soon as practicable if unable to contact the applicant and there are concerns for welfare.

Signature of Parent/Legal Custodian

Name of Parent/Legal Custodian

Date (DD/MM/YYYY)

Payment Details			
Electronic Funds Transfer (please p evidence of payment with your com application	pleted	Bank Name: Westpac Banking Corporation Branch Address: ACT Government Banking – Level 11/15 London Circuit CANBERRA ACT 2601 Account Name: ACT Education Directorate BSB: 032-777 Account Number: 000065 SWIFT Code: WPACAU2S Payment Reference: (applicant's name)	
Telegraphic Transfer (only avail payment is made from over		Please ask your bank to identify the applicant's name as the payment reference sent to Westpac Banking Corporation. Please provide evidence of payment along with your completed application form.	
Credit	it Card	Amount to be deducted AUD\$265 Student Name Visa MasterCard Card Number	
Cardholder Cardholder Sigr		Date/	
Feedback			
What prompted you to consider Canbo	erra Gov	remment Schools?	
Friend / Relative (home nation)	Frie	nd / Relative (Australia) Event (e.g. Exhibition) Agent (name):	
Advertising material	Inte	rnet research Other (specify):	

Colleges (Years 11 and 12)	High Schools (Years 7 to 10)	High Schools (Year 7 to Year 10) continues	Middle Schools (Pre to Year 10)	Early Childhood Schools (Pre to Year 2)	
Canberra College	Alfred Deakin High School www.adhs.act.edu.au	Mount Stromlo High School www.mountstromlohs.act.edu.au	Amaroo School www.amaroos.act.edu.au	Isabella Plains Early Childhood	
Dickson College	Belconnen High School www.blch.act.edu.au	Shirley Smith High School www.shirleysmithhs.act.edu.au	Caroline Chisholm School www.chisholm.act.edu.au	Lyons Early Childhood	
rindale College ww.erindalec.act.edu.au	Calwell High School www.calwellhs.act.edu.au	UC High School Kaleen www.kaleenhs.act.edu.au	Evelyn Scott School www.evelynscottschool.act.edu.au	Narrabundah Early Childhood	
Sungahlin College ww.gungahlincollege.act.edu.au	Campbell High School www.campbellhs.act.edu.au		Gold Creek School www.goldcreek.act.edu.au	O'Connor Co-operative School (Pre to Year 3)	
lawker College <u>ww.hawkerc.act.edu.au</u>	Canberra High School www.canberrahs.act.edu.au		Harrison School www.harrison.act.edu.au	Southern Cross Early Childhood	
ake Tuggeranong College ww.ltc.act.edu.au	Lanyon High School www.lanyonhs.act.edu.au		Kingsford Smith School www.kss.act.edu.au		
lelba Copland Secondary School	Lyneham High School www.lynehamhs.act.edu.au		Namadgi School www.namadgi.act.edu.au		
larrabundah College ww.narrabundahhc.act.edu.au	Melba Copland Secondary School www.mcss.act.edu.au		Telopea Park School www.telopea.act.edu.au		
IC Senior Secondary College ake Ginninderra ww.lakeonline.act.edu.au	Melrose High School www.melrosehs.act.edu.au		Wanniassa School www.wans.act.edu.au		
Primary Schools (Pre to Year 6)	I	I	I	I	
inslie Primary School	Duffy Primary School	Giralang Primary School	Margaret Henry School	Richardson Primary School	
randa Primary School	Evatt Primary School	Gordon Primary School	Maribyrnong Primary School	Taylor Primary School	
Arawang Primary School	Evelyn Scott School	Gowrie Primary School	Mawson Primary School	Theodore Primary School	
Sonython Primary School	Fadden Primary School	Hawker Primary School	Miles Franklin Primary School	Throsby P-6 School	
Calwell Primary School	Farrer Primary School	Hughes Primary School	Monash Primary School	Torrens Primary School	
campbell Primary School	Florey Primary School	Kaleen Primary School	Mount Rogers Primary School	Turner Primary School	
Chapman Primary School	Forrest Primary School	Latham Primary School	Neville Bonner Primary School	Wanniassa Hills Primary School	
Charles Conder Primary School	Franklin School	Lyneham Primary School	Ngunnawal Primary School	Weetangera Primary School	
Charles Weston Primary School	Fraser Primary School	Macgregor Primary School	North Ainslie Primary School	Yarralumla Primary School	
Charnwood Dunlop School	Garran Primary School	Macquarie Primary School	Palmerston District Primary School		
Curtin Primary School	Gilmore Primary School	Majura Primary School	Red Hill Primary School		

Application Due Dates

2024 Commencement	Accept and pay by	2024 Public Holidays			2025 Commencement	Accept and pay by
2024 Term 1 (29 January)	Friday, week 7 of Term 4 the year before	1 January (Monday) New Year's Day	29 March (Friday) Good Friday	10 June (Monday) Monarch's Official Birthday	2025 Term 1 (31 January)	Friday, week 7 of Term 4 the year before
2024 Term 2	Friday, week 2 of	26 January (Friday)	01 April (Monday)	7 October (Monday)	2025 Term 2	Friday, week 2 of
(29 April)	Term 1	Australia Day	Easter Monday	Labour Day	(28 April)	Term 1
2024 Term 3	Friday, week 2 of	11 March (Monday)	25 April (Thursday)	25 December (Wednesday)	2025 Term 3	Friday, week 2 of
(22 July)	Term 2	Canberra Day	ANZAC Day	Christmas	(21 July)	Term 2
2024 Term 4	Friday, week 2 of		27 May (Monday)	26 December (Thursday)	2025 Term 4	Friday, week 2 of
(14 October)	Term 3		Reconciliation Day	Boxing Day	(13 October)	Term 3