

# Application for Admission

Short Term Studies (5 – 10 weeks)

CRICOS Registration Number: 00643J



## Refund Policy

The ACT Government Education Directorate (the Directorate) refund policy is in Section 11 of this form. Please ensure that you read and understand the conditions of this policy by signing in Section 15 – Declaration.

Please print clearly in English using **BLOCK LETTERS**. Tick  boxes where appropriate.

'The applicant' refers to the student applying for study.

If the applicant is under the age of 18, a parent or guardian must complete and sign this application form on behalf of the applicant.

|  |  |                                 |                       |
|--|--|---------------------------------|-----------------------|
| <b>1. Student Details</b>  |  |                                 |                       |
| Family name:   |  |                                 |                       |
| Given name(s):   |  |                                 |                       |
| Date of birth (DD/MM/YYYY):  | <input type="checkbox"/> Male                            | <input type="checkbox"/> Female | Other, please specify |
| Country of birth:  | Passport number:   | Nationality:                    |                       |
| Contact person in emergency (in Australia):  |  |                                 |                       |
| Relationship to applicant:   | Email:   |                                 |                       |
| Mobile number:   | Telephone:   | Fax:                            |                       |
| <b>2. Parents/Carer Details</b>  |  |                                 |                       |
| Parent/Carer 1 family name:  | Mobile number:   |                                 |                       |
| Parent/Carer 1 given name(s):  | Email:   |                                 |                       |
| Parent/Carer 2 family name:  | Mobile number:   |                                 |                       |
| Parent/Carer 2 given name(s):  | Email:   |                                 |                       |
| Address in home country:   |  |                                 |                       |
| Contact telephone:   | Fax:   |                                 |                       |
| Parent/Carer 1 visa subclass (if residing in Australia):   | Parent/Carer 2 visa subclass (if residing in Australia): |                                 |                       |
| <b>3. Education Details</b>  |  |                                 |                       |
| What is the applicant's level of competence in spoken English? <input type="checkbox"/> beginner <input type="checkbox"/> intermediate <input type="checkbox"/> advanced <input type="checkbox"/> highly proficient  |  |                                 |                       |
| What is the applicant's level of competence in written English? <input type="checkbox"/> beginner <input type="checkbox"/> intermediate <input type="checkbox"/> advanced <input type="checkbox"/> highly proficient |  |                                 |                       |
| Where did the applicant study English?   |  |                                 |                       |
| For how many years has the applicant attended school?  | Primary/Elementary school: _____ years                   | Secondary school: _____ years   |                       |
| Name of the applicant's last school:   |  |                                 |                       |
| Address:   |  |                                 |                       |
| <b>4. Visa and Health Cover (*Evidence of health cover must be provided before this application can be processed)</b>  |  |                                 |                       |
| What visa subclass will the applicant enter Australia on (e.g. Tourist Visa, subclass 600)?  |  |                                 |                       |
| Health cover provider name:  | Policy Number:   | Expiry date (DD/MM/YYYY):       |                       |
| <b>5. Accommodation and Welfare (Note: The Directorate does NOT provide welfare or accommodation or airport pickup services for short term students.)</b>  |  |                                 |                       |
| Complete the following details ( <b>Applications will NOT be processed until these details are provided</b> ):   |  |                                 |                       |
| Guardian's Name:   | Home phone:  | Mobile phone:                   |                       |
| Address in Canberra (No PO Box address):   |  |                                 |                       |
| Email:   |  |                                 |                       |
| Relationship to student:   |  |                                 |                       |

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- Commonwealth Department of Home Affairs
- Minister for Education
- Commonwealth Department of Education

## 6. Special Circumstances and Relevant Previous History

- a) Does the applicant have any disabilities or medical or mental health conditions?  Yes\*  No  
\*If Yes, please specify and provide details. Please attach any supporting medical documentation.
- b) To your knowledge is there anything in the applicant's history or circumstances (including medical history) which might pose a risk of any type to the applicant, other students, or staff at the school?  Yes\*  No  
\*If Yes, please provide a brief description of your medical or other history.
- b) Has the applicant any past history of violent behaviour?  Yes\*  No  
\*If Yes, please provide details:  
\*If Yes, was this for (please tick relevant box):  
 Actual violence to any person  Threats of violence or intimidation of staff, students, or others at school  
 Possession of a weapon or any item that may cause injury  Illegal drugs  Other

**\*\*Failure to disclose pre-existing conditions may result in cancellation of enrolment in ACT public schools**

## 7. Course Preference (Important Note: Introductory English Centres are not available to short term studies)

At what level of schooling does the applicant seek admission?

- Kindergarten  Year 1  Year 2  Year 3  Year 4  Year 5  
 Year 6  Year 7  Year 8  Year 9  Year 10  Year 11

When does the applicant intend to commence studying in Australia?

Date Month Year

When does the applicant intend to finish studying in Australia?

Date Month Year

Note: Placement at any level is at the discretion of the ACT Government Education Directorate.

Offer is to a mainstream school only. Student is not eligible to attend Introductory English Centre whilst on short-term studies.

Placement in an ACT public school will be in the Priority Placement Area (PPA):

[http://www.education.act.gov.au/school\\_education/enrolling\\_in\\_an\\_act\\_public\\_school/priority\\_placement\\_areas](http://www.education.act.gov.au/school_education/enrolling_in_an_act_public_school/priority_placement_areas)

## 8. Enrolment Procedures

To enrol in the ACT Government Education Directorate International Fee Paying Students Short-term Program follow the three steps below (please refer to Section 17 – 19 for term dates and due dates for applications):

1. Send completed application form, required documents and the application fee to the address shown in section 20 of this form.
2. If the application is successful a Confirmation of Placement will be issued. To accept the offer, please return the signed *Acceptance of Offer* with tuition fee and charges within the acceptance and payment deadline (section 17 - 18) prior to proposed course start date.
3. After acceptance and tuition fees have been processed, the IEU will advise the school of the student's pending enrolment. An email will be sent to the parent with enrolment instructions.

## 9. Fees and Charges 2024

|  | Amount  | Payable with                 |
|--|---|------------------------------|
| Application Fee (non-refundable)<br><i>The application fee is valid for two offers only. Should additional offers be required, the application fee will be charged again</i> | <b>A\$265</b> (GST inclusive)   | Initial application          |
| Tuition and Administrative fee for Mainstream Schooling (Scaled)   | <b>A\$2,100*</b> (5 weeks)<br><b>A\$2,500*</b> (6 weeks)<br><b>A\$2,900*</b> (7 weeks)<br><b>A\$3,300*</b> (8 weeks)<br><b>A\$3,700*</b> (9 weeks)<br><b>A\$4,100*</b> (10 weeks) | Acceptance of offer of place |

\*Fees cover school tuition plus curriculum related charges. Students are not required to pay school voluntary contribution. 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.

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

**Please note that full payment of tuition fees is due according to the due dates in Section 17 and Section 18.**

**For mid-term enrolment, a minimum of 10 business days is required to process the application.**

## 10. Payment Methods (No cash payments are accepted. All payments are to be made in Australian dollars only.)

**Telegraphic Transfer** – to the Directorate account. *Please provide/attach proof of payment along with application form.*

*Ask your bank to identify student's name on all correspondence* sent to the Westpac Banking Corporation.

Bank: Westpac Banking Corporation (ACT Government Banking, Level 11/15 London Circuit, Canberra ACT 2601)  
Account Name: ACT Education and Training Directorate  
BSB: 032-777  
Account Number: 000065  
SWIFT Code: WPACAU2S

**Credit Card** – Fill in your card details below:

Student name:  
Amount to be deducted: A\$  
Card type (please tick):  Visa  Mastercard  
Card number: Expiry date (MM/YYYY):  
Cardholder's family name:  
Given name(s):  
Cardholder's signature: Date (DD/MM/YYYY):

## 11. Refund of Tuition Fees Policy

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- Minister for Education
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### Student Default

1. The Directorate must be advised in writing by the applicant of any decision to change the study arrangements at any ACT public school.
2. The Directorate will only agree to a refund if written evidence is provided that:
  - the arrangements are changed before a visa is obtained, or
  - family illness makes it impossible for travel to Australia. In this case the issuing Department of Home Affairs office must be advised that the visa should be cancelled, and evidence of the cancellation must be provided to the Directorate, orA request for a refund should be in writing, addressed to the Senior Manager, International Education Unit (IEU), ACT Government Education Directorate, 51 Fremantle Drive, Stirling ACT 2611, or email [ieu@act.gov.au](mailto:ieu@act.gov.au). The Directorate will refund the balance of fees owing within 4 weeks after receiving a written claim from the applicant or the person who paid tuition fees on behalf of any applicant under 18 years old.
3. All fees must be paid in Australian dollars. Refunds will be reimbursed in Australian dollars in the form of Electronic Funds Transfer (EFT). Please be advised that this process may take up to six weeks as it must be processed by ACT Government Shared Services Finance.

### 12. Disclaimer

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

*ACT public schools will:*

- Provide the applicant with the same level of instruction and educational services provided to domestic students enrolled in **mainstream** studies at the same schools enrolled at the same year level.

#### Expectations of parents

*Parents must:*

- Ensure the applicant obtains a valid passport and the appropriate visa for entry into Australia for the full length of study.
- Ensure arrangements are made for appropriate accommodation and welfare arrangements for the applicant under 18 years of age and take full responsibility to ensure welfare arrangement are in place for the applicant while undertaking studies in Canberra.
- Pay for the applicant's tuition fees, return airfares, living costs and medical expenses while undertaking studies in Canberra.
- Notify both the school that the applicant is enrolled in and the Directorate **immediately** if the applicant's studies are terminated or there are any changes to the applicant's visa status.
- Ensure the applicant resides at the nominated residence and notify the school and the Directorate in writing, within 3 days of any changes to the applicant's address or contact details.

#### Expectations of students

*The Student:*

- Is subject to the same enrolment conditions and penalties as mainstream students at the school.
- Must comply with entry visa requirements.
- Must not engage in any activity that may endanger the safety of themselves or any other persons.

#### No obligation

*The ACT Government Education Directorate does not represent or guarantee that the student will:*

- Be accepted for enrolment at a specific school (as school placement is based on the Directorate priority placement policy and availability of vacancies at the time of application).

### 13. Terms and Conditions

- The applicant declares that all information provided with this application form and attachments to the form is true and that the applicant has read; understood and agreed to be bound by the attached terms and conditions.
- The applicant declares that details regarding *all* special needs and medical conditions of the applicant have been disclosed.
- The applicant agrees that the provision of false or misleading information may result in the cancellation of enrolment.
- The applicant agrees that, if the applicant is accepted for enrolment in mainstream studies at an ACT public school, the applicant must comply with the terms and conditions of enrolment.
- The applicant understands that transfer to Introductory English Centre is not available, student is to remain at the nominated mainstream school only in accordance to the offer
- The applicant agrees to report to the Directorate any issues/problems concerning the applicant's schooling and general well being.
- The applicant agrees to inform the Directorate of any change of residential address in Australia **within 3 days of doing so**.
- Consent is given for the applicant to:
  - attend and participate in school activities, including excursions and trips arranged by the school, and
  - in the event of emergency, use ambulance transportation and/or receive such medical or surgical treatment as may be deemed necessary by medical practitioner(s).
- The applicant is responsible for any costs incurred in providing medical treatment and associated services for the applicant.
- The applicant agrees that, if there is any difference in meaning of the provision of English version and/or any translated version of this form or any other of the Directorate's official documents or the terms and conditions outlined in the offer of place, the English version is to prevail.

### 14. Complaints and Appeals Procedure

If the applicant has any complaint(s) about the conditions set out by the ACT Government Education Directorate (the Directorate) or the service provided by the Directorate, they should refer to the complaints and appeals section of the 'Enrolment of the Dependents of Temporary Residents Policy', available on the Directorate's website ([www.education.act.gov.au](http://www.education.act.gov.au)).

### 15. Declaration

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The applicant has read and understood and accepted the Fees and Charges (9), Refund of Tuition Fees Policy (11), the Disclaimer (12), the Terms and Conditions (13), the Complaints and Appeal Procedure (14), Application Due Dates (17 and 18) and the Enrolment Conditions (19).

Applicant's name:

Signature:

Date (DD/MM/YYYY):

Parent/guardian's name:

Signature:

Date (DD/MM/YYYY):

#### 16. Document Checklist

- Copy of the applicant and guardian's passport
- Evidence of the applicant and guardian's Visa Grant from the Department of Home Affairs
- Certified and translated copies of the applicant's school reports and qualifications for the last academic year
- Evidence of the applicant's medical insurance
- Proof of ACT residential address, including current tenancy agreement/rates notice and recent electricity/gas bill
- Application fee of A\$265 (GST inclusive) in either bank cheque, telegraphic transfer or credit card payment

#### 17. 2024 Term Dates and Application Due Dates

| 2024 Term Commencement  | Due Date for Application | Due Date for Acceptance and Payment |
|-------------------------|--------------------------|-------------------------------------|
| Term 1: 29 January 2024 | 20 November 2023         | 11 December 2023                    |
| Term 2: 29 April 2024   | 25 March 2024            | 08 April 2024                       |
| Term 3: 22 July 2024    | 10 June 2024             | 24 June 2024                        |
| Term 4: 14 October 2024 | 02 September 2024        | 16 September 2024                   |

#### 18. 2025 Term Dates and Application Due Dates

| 2025 Term Commencement   | Due Date for Application | Due Date for Acceptance and Payment |
|--------------------------|--------------------------|-------------------------------------|
| Term 1: 03 February 2025 | 18 November 2024         | 09 December 2024                    |
| Term 2: 28 April 2025    | 24 March 2025            | 07 April 2025                       |
| Term 3: 21 July 2025     | 09 June 2025             | 23 June 2025                        |
| Term 4: 13 October 2025  | 01 September 2025        | 15 September 2025                   |

#### 19. Enrolment Conditions

- Each academic school term consists of 10 weeks.
- Applicants are required to submit a completed application form and all required documentation by the published due date in order for enrolment to occur.
- After the application has been processed, Confirmation of Placement letter will be issued.
- Applicants are required to return the Acceptance of Offer and pay the tuition fees according to the published due date. Failure to comply with this timeline will affect student commencement dates. Mid-week enrolment is not available.
- In order for students to commence at the beginning of an academic school term, please refer to the published due dates above for acceptance and payment.
- In order for students to commence mid-term, a minimum of **10 business days** is required to process the application.

#### 20. Correspondence (All correspondence and enquiries should be addressed to the following address.)

**ACT Government Education Directorate  
International Education Unit  
51 Fremantle Drive  
Stirling ACT 2611  
AUSTRALIA**

**Telephone:** +61 2 6205 9178

**Facsimile:** +61 2 6205 9239

**Email:** ieu@act.gov.au

This application form is also available at [www.education.act.gov.au](http://www.education.act.gov.au)

- Commonwealth Department of Home Affairs
- Minister for Education
- Commonwealth Department of Education