



Dependants of International Students Application Form

This form is to be used by school-aged dependants¹ of an international student studying an award course (eg visa subclass 572, 573 or 574) and applying to enrol in a South Australian government school.

For more information about enrolling dependants of international students in South Australian government schools, visit www.internationalstudents.sa.edu.au

Enrolment Procedure

The following procedure describes the steps you need to take in order to enrol your child in a South Australian government school.

Step 1

Complete parts A, B and C below and attach a copy of the following documents:

- Your Confirmation of Enrolment(s) or Letter of Offer from your tertiary institution if you are Assessment Level 3-4 (To determine your assessment level, refer to the Department of Immigration and Citizenship website at www.immi.gov.au)
- Australian visa or your passport details
- Evidence of your family health cover

Ensure that you provide all required documentation as incomplete information can cause delay in processing your application.

Send your application to:

Enrolment Services Officer
International Education Services
Department of Education and Children's Services
GPO Box 1152
ADELAIDE, South Australia 5001
AUSTRALIA
Fax: +61 8 8226 3655
Email: decs.isp@saugov.sa.gov.au

You will receive a Letter of Offer from International Education Services offering your child a place in a South Australian government school.

Step 2

Before your child commences at school, pay all fees required in the Letter of Offer to DECS. Payment can be made by credit card, cheque, money order or electronic funds transfer as detailed in the Letter of Offer.

When your payment has been processed, a Letter of Confirmation and a Dependant Notification of School Form will be sent to you from International Education Services.

Step 3

After you have settled at a permanent address, take the following documents to your local, zoned government school to enrol your child or children:

- Letter of Confirmation
- Dependant Notification of School Form with your contact details completed
- your visa and passport details
- proof of your permanent address
- documents relating to each child
 - copy of school report (certified and translated)
 - copy of other relevant school information
 - copy of relevant health information

At this stage, you will also need to pay directly to the school the Materials and Services Charges set by the school. These charges will vary from school to school, depending on the school and level of services used. They usually range from \$200 to \$900 per year. Following enrolment, the school will return the Dependant Notification of School Form to International Education Services.

Inform International Education Services **in writing immediately** if changes occur in your visa status, residential address or child's school

¹ A school-aged dependant is defined as a child of an international student studying an award course, is unmarried and is between 5 and 18 years of age at the time of application.



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PART A

Details of Parent who is the Tertiary Student in Australia

Family Name: Given Name(s): Gender: M F
Nationality: Passport Number:
Visa Subclass: Course:

Address in Home Country

Street Address: Telephone: ()
City: State: Facsimile: ()
Country: Postcode: Mobile:
Email:

Address in South Australia (leave blank if unknown)

Street Address: Telephone: ()
City: Postcode: Facsimile: ()
Mobile:

Tertiary Institution Contact (eg, supervisor, head of department) (this section **MUST** be completed)

Contact Person: Tertiary Institution:
Address: Telephone: ()
Email:

PART B (to be completed for EACH dependent student)

Details of Dependent Student

Family Name: Gender: M F
Given Name(s): Citizenship:
Date of Birth Day Month Year Passport Number:
Highest Level of Education Completed:
Intended Start Date in South Australia: Intended End Date:
Is English this student's first language? Yes No
Does this student have a disability, impairment or other condition requiring specific assistance or consideration?
Yes No If yes, please provide details including medical diagnosis, if relevant

If more than one child per family, please copy and complete Part B with other child/ren's details.

PART C

Declaration and Agreement

I declare that the information provided in this application is true, correct and complete and that I have read and understood, or had explained to me, the information contained in this application and the *Terms and Conditions*. I accept these *Terms and Conditions*. If the information provided in this application is incorrect, incomplete or misleading, I accept that the Department of Education and Children's Services (DECS) has the right to reject this application, or reverse any decision regarding this application or subsequent enrolment.

Parent's Name: Signature:

Date:

Please keep a copy of this application and the Terms and Conditions



Government of South Australia
Department of Education and
Children's Services

TERMS AND CONDITIONS

1. Responsibilities and Expectations

The **dependent** student will:

- comply with the school rules
- comply with visa requirements
- live with their parent while they are enrolled in a South Australian government school

The **primary visa holder** (parent) will:

- pay all initial fees prior to the dependant commencing at school
- pay all invoiced fees by the due date
- notify International Education Services (IES) immediately if there are any changes to the dependant's visa status
- notify IES immediately if there are any changes to the contact details or school in South Australia
- notify IES if they wish to withdraw prior to enrolment, or cancel their child's enrolment in a South Australian government school
- notify the school and IES of any new medically diagnosed condition that requires specific learning support or care
- maintain health insurance for all family members while in Australia.

The **Department of Education and Children's Services (DECS)** will:

- provide the dependant with the same level of teaching and care as normally provided to students at the same year level of the school where the dependant is enrolled
- monitor the welfare of the student and provide counselling and ongoing support while the student is enrolled at the school
- provide reports as per school policy and procedure
- not guarantee that a dependant will be accepted for enrolment at a particular school.

2. Payment of Fees

The initial fees payable will be listed in the *Letter of Offer* and must be paid before the dependant commences at school. Fees can be paid by credit card, cheque, money order or electronic funds transfer, made payable to the *Department of Education and Children's Services*.

Non payment of required fees by the due date will result in DECS initiating processes to recover outstanding fees and/or notify the parent's education provider of a breach of visa conditions. This may result in the cancellation of the dependant's enrolment at school.

3. Complaints and Appeals

If a dependant (or their parent) is not satisfied with any aspect of the school program, they should bring this to the attention of the school principal.

4. Cancellation of Dependant's Enrolment by DECS

The following circumstances may lead to the cancellation of a dependant's enrolment:

- non-payment of tuition fees by the due date
- failure to declare a disability, impairment or other condition requiring specific assistance
- failure to adhere to school policies
- information provided to DECS is incorrect, incomplete or misleading.

5. Privacy Notice

International Education Services collects and maintains student information for the purpose of assessing the eligibility of overseas students to enrol in a South Australian government school.

The personal information collected from students, parents, agents and tertiary institutions may be used by relevant South Australian government departments and agencies.

Certain information may also be provided to Commonwealth and State agencies such as the Department of Immigration and Citizenship (DIAC).

6. Refund Policy (Dependants)

If a dependant changes visa or cancels their enrolment, a refund of fees may apply.

All notifications of withdrawal or requests for refund of fees must be made in writing by the principal visa holder parent. Relevant documentation must be provided.

Approved refunds will be processed as soon as practicable after the date of receipt of notification if all relevant documentation has been received.

Any dispute related to refunds must be lodged in writing within fourteen (14) days of the date of determination of the applicable refund; marked attention to the Director, International Education decs.isp@saugov.sa.gov.au

The amount of refund varies according to the circumstances of the dependant's withdrawal.

7. Circumstances When a Refund May Apply

- Parent's visa refused - Full refund less the Administration Fee.
- Cancellation of enrolment prior to school commencement - Full refund less the Administration Fee
- Cancellation of enrolment after school commencement without two term's notice - Nil refund of the two term's tuition fees and Administration Fee. Any subsequent tuition fees paid are fully refunded.
- Change of visa status after school commencement - Case by case determination by Director, International Education.

8. How to Claim a Refund

All enquiries regarding clarification of the Refund Policy or applicable refund should be directed to the Executive Manager, Business and Financial Services, email: decs.iesfinance@saugov.sa.gov.au

To claim a refund, contact the Executive Manager, Business and Financial Services, email: decs.isp@saugov.sa.gov.au within 30 days from the date the student cancelled their enrolment or was granted a new visa.

The refund will be made payable to the parent or entity responsible for the payment of fees.



Government of South Australia

Department of Education and
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