The Victorian School of Languages provides quality language tuition in the following languages:

Albanian  Arabic#  Arabic*  Bosnian  Bulgarian#  Chin (Hakha)#  Chinese-  Croatian  Dari#  Dinka#  Dutch  Filipino (Tagalog)  French*  Greek*  Hebrew  Hindi  Hungarian  Indonesian*  Italian*  Japanese*  Karen#  Khmer  Korean  Latin**  Lithuanian#  Macedonian  Maltese  Pashto#  Persian  Polish  Portuguese  Punjabi  Russian  Serbian  Sinhala  Spanish*  Swahili#  Syriac#

*Also available by distance education.
**Distance education only.
# NOT accredited as Victorian Certificate of Education subjects.

The Victorian School of Languages (Head Office):
315 Clarendon Street, Thornbury, Victoria 3071
Web: www.vsl.vic.edu.au

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

This document is also available on the internet at www.study.vic.gov.au

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Web: www.study.vic.gov.au

CRICOS Provider Code: 00861K
For international students studying a language other than English (LOTE) at government and non-government schools, or TAFE colleges

Instructions
This application form is for international school students who want to study a language through the Victorian School of Languages (VSL).
To help you understand the application process and the procedures required, we have outlined a step-by-step process to guide you through each stage.
Answer all questions in all sections. Write clearly in black ink using BLOCK LETTERS and tick boxes where appropriate.
We cannot consider your application if it is incomplete or unreadable.

2014 Tuition Fees

<table>
<thead>
<tr>
<th>Fee schedule 2014</th>
<th>February (Full year)</th>
<th>February (Semester 1 only)</th>
<th>July (Semester 2 only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government student</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
</tr>
<tr>
<td>Non-government school/TAFE college student</td>
<td>$1,148</td>
<td>$560</td>
<td>$588</td>
</tr>
</tbody>
</table>

(No additional payment required)

Application cut-off dates
(No application will be accepted after these dates)

<table>
<thead>
<tr>
<th>Time of commencement (duration of study)</th>
<th>February</th>
<th>February</th>
<th>July</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current international students 2013</td>
<td>16 December</td>
<td>16 December</td>
<td>27 July</td>
</tr>
<tr>
<td>Newly arriving international students 2014</td>
<td>10 February</td>
<td>10 February</td>
<td>27 July</td>
</tr>
</tbody>
</table>

Please note: The International Education Division manages the International Student Program as a Division of the Department of Education and Early Childhood Development.

Application Process

The 3 steps of your enrolment

Step 1
Contact the VSL Centre to see if there is a place available (your host school will assist).

Step 2
Student and host school must complete and sign an application form.
- International students studying at a Victorian government school do not need to pay additional fees to study a language with the VSL.
- International students from non-government schools/TAFE colleges must pay additional fees to the Department of Education and Early Childhood Development.
- Payments can only be made by money order, bank cheque or credit card (personal cheque, school cheque or cash are not accepted). Cheques and money orders should have student names on the back and be stapled to the application. The VSL does not issue tax invoices.

Step 3
Submit your completed application form directly to the VSL centre by the cut-off date. The VSL area manager or representative will sign the form. Please note that forms sent directly to the International Education Division will not be accepted.

You can find a list of VSL locations and contact details at: www.vsl.vic.edu.au

Application Checklist

☐ ALL sections of the application form are completed
☐ Host school has stamped the application form or completed address details
☐ Host school principal has signed the form
☐ Student has signed the form
☐ The student’s parent or legal custodian in Australia has signed the form
☐ Photocopy of student’s passport is attached
☐ Payment attached (non-government/TAFE college applicants only)
☐ Return your completed form and payment (if applicable) to your VSL Centre by the cut-off date.

Refer to the VSL website for centre details: www.vsl.vic.edu.au
General Information
- All students must provide a photocopy of their passport with their application.
- If you are absent for any session you must supply a medical certificate. Please note if you miss 20 per cent of class hours in total, your enrolment will be cancelled and your host school will be notified.
- If you decide to withdraw from the course you must notify the VSL in writing, and the VSL in turn will notify your host school.
- Students cannot commence their studies at a VSL Centre until payment is received.

Privacy Notice
Please read this notice before completing the enrolment form. This enrolment form requests personal information about the applicant and those providing the welfare to the applicant. This enables the Department of Education and Early Childhood Development, the International Education Division, the Victorian School of Languages and other contracted organisations to register the applicant and allocate correct staff and resources to provide for the applicant's educational and welfare needs. If you have any concerns about the confidentiality of this information or require more detailed information about privacy policies governing the collection and use of information requested on this form, please contact the Department's Privacy Manager on (03) 9637 3601. The information collected may be shared with other Government departments and contracted organisations concerned with the administration of the International Student Program.

Personal Details
This includes personal information about the applicant. This is to allow Department of Education and Early Childhood Development staff to make contact with the applicant in regard to enrolment matters. All information is kept strictly confidential and the Department of Education and Early Childhood Development will not disclose the information to others without the applicant's consent or as required by law. Students should write their name as it appears on their passport.

Health Information
Correct health information ensures the Department of Education and Early Childhood Development staff can properly care for the applicant. This includes information about any medical condition or disability the applicant may have. The Department of Education and Early Childhood Development depends on students to provide all relevant health information, as withholding information may put the student's health at risk.

School Details
This information is collected to enable the VSL to contact the applicant's host school in relation to enrolment matters.

Refund Policy
- For non-government school/TAFE college international students, there is no refund of VSL tuition fees once the student has enrolled.

Complaints Policy
The International Education Division manages the International Student Program on behalf of the Department of Education and Early Childhood Development and is therefore responsible for managing the complaints process.
- The International Education Division is committed to having mechanisms to deal with complaints impartially, promptly and confidentially. Complaints will be responded to within 10 working days.
- The International Education Division is committed to a transparent, collaborative approach, applying the principles of procedural fairness and natural justice.
- The International Education Division personnel will assess and review the effectiveness of any action taken in a response to a complaint and develop further action if required.
- The International Education Division is committed to managing conflicts of interest to ensure that any commercial, financial or other conflicts of interest do not influence, or could be perceived to influence, complaints processes. Where required, the Division will seek independent or external advice.
- Complainants have the right of appeal and will be advised of further avenues of review.
- Divisional personnel will adopt a case management approach to all complaints. Personnel handling complaints are committed to review and continuous improvement and will act in accordance with divisional policies and procedures established for this purpose.
- Preventative and corrective action will be taken to eliminate problems causing complaints and to improve the quality of products, services and policies.
- The International Education Division will provide accessible information on the complaints process.
- The identity of the complainant will be protected unless permission for disclosure is given.
- The formal investigation of a complaint will normally require that details are lodged in writing.
# Victorian School of Languages International Student Application Form 2014

Please return completed application form with payment (if applicable) to the relevant VSL Centre.

## 1. Student Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name:</td>
<td></td>
</tr>
<tr>
<td>Given name:</td>
<td></td>
</tr>
<tr>
<td>Date of birth:</td>
<td></td>
</tr>
<tr>
<td>Gender:</td>
<td>Male     Female</td>
</tr>
<tr>
<td>Student street address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>Postcode:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Mobile:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

## 2. Visa Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationality on passport:</td>
<td></td>
</tr>
<tr>
<td>Country of birth:</td>
<td></td>
</tr>
<tr>
<td>Visa subclass:</td>
<td></td>
</tr>
</tbody>
</table>

## 3. Welfare Provider’s Details (person assuming principal welfare responsibility for student while studying in Victoria)

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact person:</td>
<td></td>
</tr>
<tr>
<td>Phone (home):</td>
<td></td>
</tr>
<tr>
<td>Phone (work):</td>
<td></td>
</tr>
<tr>
<td>Mobile:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

## 4. Special Circumstances

- Does the student have any medical conditions, e.g. allergies that may be relevant in an emergency? Please specify and then attach details to the back of the form as well as notifying the VSL centre directly.

## 5. Host School Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which type of school is the student currently enrolled in:</td>
<td>Government Non-government/TAFE college</td>
</tr>
<tr>
<td>Name of host school:</td>
<td></td>
</tr>
<tr>
<td>Address of host school:</td>
<td></td>
</tr>
<tr>
<td>School stamp (if available)</td>
<td></td>
</tr>
<tr>
<td>Year level currently enrolled at host school:</td>
<td></td>
</tr>
<tr>
<td>Commencement date:</td>
<td></td>
</tr>
<tr>
<td>End date:</td>
<td></td>
</tr>
<tr>
<td>Name of contact person at host school:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>International student ID number:</td>
<td></td>
</tr>
</tbody>
</table>

### Principal’s declaration

I certify that the applicant is a full fee paying overseas student enrolled at the school. If the student is enrolled in a non-government school/TAFE college, I have notified the student's parents of the fees, if any, that the student will be charged.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal’s name:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

Cricos Provider Code: 00864K
6. VSL Acceptance

VSL Centre: ____________________________ Language to be studied at the VSL: ____________________________

Year level to be studied at the VSL: ____________________________ Commencing: ____________________________ Term 1 ____________________________ Term 3 ____________________________

Area manager or representative’s name: ____________________________

Signature: ____________________________ Date: ____________________________ / ____________________________ / ____________________________

7. 

I, ____________________________ and ____________________________ (parent/legal custodian) ____________________________ (student name) declare that the information on this application form is correct to the best of my knowledge. I have read the VSL ‘Important Student Information’ section of this application form as well as the Student Code of Conduct on the VSL website, www.vsl.vic.edu.au, and undertake to abide by the rules. I will immediately advise the VSL and International Education Division, Department of Education and Early Childhood Development (DEECD) of any changes in address or contact number.

Parent/legal custodian’s name: ____________________________

Signature: ____________________________ Date: ____________________________

Student’s name: ____________________________

Signature: ____________________________ Date: ____________________________

8. 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.

☐ ALL sections of the application form are completed
☐ Host school has stamped the application form or completed address details
☐ Host school principal has signed the form
☐ Student has signed the form

☐ The student’s parent or legal custodian in Australia has signed the form
☐ Photocopy of student’s passport is attached
☐ Payment attached (non-government/TAFE college applicants only)

9. Fee Payment (Non-government schools/TAFE college students only)

☐ Full year $1148 ☐ Semester 1 only $560 ☐ Semester 2 only $588

Tax invoice/receipt
ABN: 52 705 101 522

Cheques and money orders to be made payable to: Department of Education and Early Childhood Development

Payment details

☐ Bank draft, bank cheque or money order of $__________ attached ☐ Credit card payment of $__________ authorised below:

Student name: ____________________________ Student ID no: (office use only) ____________________________

Visa Mastercard Card no. ____________________________ / ____________________________ / ____________________________

Expiry date (month/year): ____________________________ / ____________________________ / ____________________________

Cardholder’s name: ____________________________ Cardholder’s signature: ____________________________

Phone: ____________________________ Email: ____________________________

Please keep a copy of this application for your own record and subsequent enquiry. Please return completed form with payment to the relevant VSL Centre. Refer to the website for centre details: www.vsl.vic.edu.au