

BRIDGING/OTHER VISA ATTENDANCE REQUEST FORM

1. Applicant's Details

Applicant's First Name		Applicant's Family Name	
Parent's First Name		Parent's Family Name	
First Name of Person who applicant will live with		Family Name of Person who applicant will live with	
Relationship to Applicant	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Uncle <input type="checkbox"/> Aunt <input type="checkbox"/> Grandparent	Date of Birth of Applicant	
Is the applicant or either of the applicant's biological or adoptive parents a permanent resident or an Australian citizen? <input type="checkbox"/> No <input type="checkbox"/> Yes If 'yes' provide details: _____			
Residential Address			
Telephone Number		Mobile Number	
Email Address			
School Requested		Dates of Attendance	From/...../..... To/...../.....

2. School Principal's Agreement

I _____ advise that the above child may attend _____
(Name of Principal) *(School Name)*

Fax: _____ Tel: _____ in Year/Grade _____ for the above dates
 if accepted by Education Queensland International.

Signature

Date

APPLICANT AND CARER TO BE AT SCHOOL AT THE FOLLOWING DATE/TIME FOR ENROLMENT INTERVIEW:

TIME: _____ **DATE:** ____ / ____ / ____

3. Checklist

- All details and signatures completed on this form
- Copies of the title pages of parent's and child's current passport or birth certificate (translated into English by a certified translator)
- Bridging Visa / DIAC letter
- Copy of original visa on which family/applicant entered Australia
- Arrival stamp
- If travelling on an eVisa, student to bring documentary evidence to Queensland**

SCHOOL TERM DATES 2010

Term 1 27 January – 1 April
 Term 2 12 April – 25 June
 Term 3 13 July – 17 September
 Term 4 4 October – 10 December

SCHOOL TERM DATES 2011

Term 1 24 January – 15 April
 Term 2 26 April – 24 June
 Term 3 11 July – 16 September
 Term 4 3 October – 9 December

Completed form to be returned to –

EQI - Floor 18, Education House, 30 Mary Street, Brisbane PO Box 15050, City East Q 4002	Tel: 3224 6958 Fax: 3224 6973 Email: EQInternational@deta.qld.gov.au
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BRIDGING VISA TUITION FEES INFORMATION

Bridging visas are granted to students and their families who are awaiting finalisation of their permanent residency application. This process can take several months to over a year to finalise, depending on individual circumstances. Usually students on bridging visas are transitioning from a tourist visa or are a dependant of an international student. Tuition fees will vary depending on the previous substantive visa of the applicant. For example, if the previous visa was a tourist visa, then fees will continue to be charged at the tourist visa rate until the date the new visa is granted.

Please note that depending on the bridging visa applicant's previous visa subclass, tuition fees may not be payable.

NOTE: A \$110.00 application fee (inclusive of GST) applies to all applications.

The tuition fees paid by Bridging visa students cover the cost of compulsory tuition costs including ESL instruction as determined on a case by case basis.

Families of bridging visa students are required to pay for the following school costs in addition to the tuition fees paid -

Text Book Hire	Student Organiser (if compulsory item)
Compulsory Subject Levies	Library Books and Resources
Stationery Requirements	School Uniform
Musical Instruments (if this is a compulsory subject)	School Camps (if attendance is compulsory)
Student Identification Card	Compulsory and Extra Curriculum Excursions
Special Events (e.g. School Formal, Graduation, etc)	Yearbook (if applicable)

TERMS AND CONDITIONS

- It is a DIAC requirement that you must maintain adequate schooling arrangements for school-aged dependants on a valid visa for more than 3 months in Australia.
- As a registered education provider, EQI is required to notify DIAC of breaches of the above condition.
- If you wish to change the school of enrolment for this student, a new application form is required to be completed and submitted to EQI.
- All students attending a Queensland Government school are required to abide by Education Queensland's School regulations. Failure to adhere to these regulations may lead to the cancellation of a student's enrolment, in which case no refund of tuition fees will be made.
- These terms and conditions override any previous terms and conditions. These policies are subject to change and changes are ongoing. Please contact EQI to confirm the current policy in place.

PAYMENT POLICY

- The fees include all tuition costs. The fees do not include textbook hire/purchase, subject levies, school uniforms, materials such as pens, calculators and similar items and non-compulsory activities.
- Fees will be invoiced by EQI and are required to be paid on a term by term basis in advance.
- All fees must be paid in Australian dollars.
- If a family has not paid the required tuition fees the student/s will be requested to withdraw from school until payment has been received.
- Any legal or other costs incurred in securing payment are the responsibility of the person/s whose signature/s are provided at the end of this form and are recoverable at law.

REFUND POLICY

- EQI will refund paid tuition fees if the family's visa application is rejected from the date the family withdraws the student from school. A copy of the refusal letter from the Department of Immigration and Citizenship (DIAC) must be produced as evidence.
- EQI will refund paid tuition fees when permanent residency is approved from the date of approval. A copy of the approval letter from the Department of Immigration and Citizenship (DIAC) must be produced as evidence.

Parent/Carer signature: <input type="text"/>	Print name: <input type="text"/>	Date: (Day/ Month/ Year) <input type="text"/>
Parent/Carer's signature: <input type="text"/>	Print name: <input type="text"/>	Date: (Day/ Month/ Year) <input type="text"/>

- Parents/carers of students wishing to withdraw from a Queensland Government school are required to give notice in writing to the Director of EQI at least one full school term in advance.
- If this required notice is given, students will receive a refund of remaining tuition fees less a \$400 administration fee.
- If one full term's notice is not given, EQI will retain one term's tuition fee in lieu of notice.
- All requests for refunds must be in writing, signed by the parents and, if applicable, must set out any compassionate or compelling grounds that the parents wish to draw to EQI's attention.
- Tuition fees will not be transferred to other educational institutions except in exceptional circumstances and at the discretion of the Director of EQI.

COMPLAINTS AND APPEALS POLICY

If a student has a complaint in relation to their education program, he/she must bring it to the attention of their class teacher. If the problem is not resolved, the school Principal should be informed either in person or in writing. The Principal will use his/her best endeavours to resolve the issue, however, if the matter is not resolved to the satisfaction of the student or parent, a copy of the written complaint together with the reasons for the dissatisfaction may be forwarded to the Director of EQI. If the student or his/her parent is still dissatisfied with the outcome they have the right to take the dispute to the Department of Education, Training and the Arts for resolution.

PRIVACY POLICY

In this clause, "personal information" means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about the student, or from which the student's identity can reasonably be ascertained.

Education Queensland will collect, and may disclose, the student's personal information, for the following purposes:

- administering and managing the Program, including reporting and exchanging information generally within the Queensland Department of Education, Training and the Arts and any other relevant Queensland State educational agency;
- administering and managing the Student's enrolment in the Program and in a School and the provision of education and support services to the Student;
- liaising with the student's parents;
- liaising with a parent with whom the student resides about the student's living arrangements;
- liaising with, providing information to and receiving information from the Australian Department of Immigration and Citizenship in relation to the Student's compliance with all applicable migration laws and visa regulations and conditions;
- liaising with, providing information to and receiving information from the Australian Department of Education, Employment and Workplace Relations (DEEWR) in relation to the Program;
- managing, investigation and responding to complaints and appeals;
- any other purpose reasonably incidental to any of these purposes; or
- where authorised or required by law.

DECLARATION

I/we declare that –

- the information given in this application form is correct and complete;
- I/we have read and understood and agree to be bound by the Bridging Visa Tuition Fees Information, Terms and Conditions, Payment Policy, Refund Policy, Complaints and Appeals Policy and Privacy Policy as outlined above;
- I/we give permission to EQI to contact DIAC in order to obtain information in relation to this application;
- I/we will supervise and be totally responsible for the conduct and behaviour of the student named in this application while he/she attends a Queensland government school and will take all decisions for his/her welfare and safety; and
- I/we will advise EQI in writing if there is a change to any of the above details.

Parent/Carer's signature: <input type="text"/>	Print name: <input type="text"/>	Date: (Day/ Month/ Year) <input type="text"/>
Parent/Carer's signature: <input type="text"/>	Print name: <input type="text"/>	Date: (Day/ Month/ Year) <input type="text"/>