

## REQUEST FOR OFFSHORE INTERNATIONAL STUDENT ENROLMENT IN THE BRISBANE SCHOOL OF DISTANCE EDUCATION

### A. CHECKLIST:

- All details completed on this form below
- Copy of passport title page or birth certificate (translated into English by a certified translator)
- School reports for the last two years with certified/notarised English translation (if applicable)
- Certified or notarised copy of any school Certificates (eg. Primary or Junior Certificates)
- Official results of any English language tests, if applicable, or evidence of English requirements
- Forward all documents to Education Queensland International (EQI) as per the contact details at the end of this document.

**PLEASE PRINT CLEARLY**

### B. Parent Details

- Name of Parent: \_\_\_\_\_
- Address (overseas): \_\_\_\_\_  
\_\_\_\_\_
- Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

### C. Student's Details

- Name of Student (in full, as in passport): \_\_\_\_\_
- Student's Gender:  Male  Female
- Student's Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_
- Nationality of Student: \_\_\_\_\_
- Passport number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

### D. School details

- Name of current school: \_\_\_\_\_
- City and Country of current school: \_\_\_\_\_
- Current Grade/Year in School: \_\_\_\_\_
- Term applying for: \_\_\_\_\_
- Number of years: \_\_\_\_\_

### E. English Language (please nominate any of the following which apply to the student)

- English as a first language
- English as the language of instruction for the previous two years
- English spoken in the home

#### SCHOOL TERM DATES 2010

Term 1	27 January – 1 April
Term 2	12 April – 25 June
Term 3	12 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

**Trading Name:** Education Queensland International **CRICOS Provider Number:** 00608A

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## TERMS AND CONDITIONS

- All students are required to abide by the EQI's enrolment terms and conditions and also the Brisbane School of Distance Education enrolment requirements. Failure to adhere to these requirements may lead to the cancellation of a student's enrolment, in which case no refund of tuition fees will be made.
- The terms and conditions of the attached policies override any previous terms and conditions. These policies are subject to change and changes are ongoing. Please contact EQI to confirm the policy in place.

## PAYMENT POLICY

- The fees include all tuition costs, teaching and learning materials and education resources. The fees do not include school uniforms, materials such as pens, calculators and similar items and non-compulsory activities.
- Courier costs associated with the delivery of teaching and learning materials will be charged in addition to tuition fees and will vary depending on the country of delivery.
- Fees are required to be paid for the initial school year or part year for which the student is enrolled prior to commencement and thereafter one year in advance.
- All fees and charges are subject to change after 31 December 2010.
- All fees must be paid in Australian dollars.
- If a student has not paid tuition fees their enrolment will automatically be withdrawn.

## REFUND POLICY

- Parents of School of Distance Education students wishing to withdraw from an EQI course are required to give notice in writing to the Director, EQI at least two weeks (14 days) prior to the end of the preceding school term.
- If this required notice is given, students will receive a refund of any future term/s tuition fees less a \$400 administration fee.
- If the required notice is not given, EQI will retain one term's tuition fee in lieu of notice.
- Students exiting part way through a school term will forfeit the remainder of that term's fees.
- 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, EQI.

## COMPLAINTS AND APPEALS POLICY

If a student/parent 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 Principal of the School of Distance Education should be informed in writing. The Principal will use his/her best endeavours to resolve the complaint, however, if the complaint 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, EQI.

The student or his/her nominee has the right to take the dispute to an independent authority or the Director-General of Education, Department of Education and Training who has the legislated responsibility for all matters pertaining to the *Education (General Provisions) Act* and the *Education (Overseas Students) Act*.

## PRIVACY POLICY

In this clause, "Personal Information" means the 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. Personal Information includes personal and contact details, course enrolment details and changes.

The Parents and the Student consent to EQI collecting, using and disclosing the Student's Personal Information for the following purposes:

- (a) administering and managing the Program, including reporting and exchanging information generally within the Queensland Department of Education and Training and any other relevant Queensland State educational agency;
- (b) 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;
- (c) arranging School excursions (if applicable);
- (d) liaising with the Student's parents;
- (e) liaising with, providing information to and receiving information from the Australian Department of Immigration and Citizenship (DIAC) in relation to the Student's compliance with all applicable migration laws and visa regulations and conditions;
- (f) liaising with, providing information to and receiving information from the Australian Department of Education, Employment and Workplace Relations (DEEWR) in relation to the Program;
- (g) managing, investigating and responding to complaints and appeals;
- (h) any other purpose reasonably incidental to any of these purposes; or
- (i) where authorised or required by law.

## DECLARATION AND ACKNOWLEDGEMENT

I/We declare that the information given in this Application Form is complete and correct. We understand that providing false or misleading information may result in cancellation of the Student's enrolment.

We acknowledge that:

- we have read and understood this Agreement; and
- by signing and submitting this Application Form, we are agreeing to be bound by this Agreement, and all applicable EQI policies and procedures as notified to us from time to time.

I/we give permission to Education Queensland International to make reasonable enquiries, and receive information from, the Department of Immigration and Citizenship (DIAC) in relation to this visa status, including access to education services and entitlements of the visa holder.

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

## CONTACT DETAILS

<b>Education Queensland International</b> CRICOS Code 00608A	Floor 18, Education House, 30 Mary Street, Brisbane PO Box 15050 City East Q 4002 Ph: +617 3224 6958 Fax: +617 3224 6973 Email: <a href="mailto:EQInternational@deta.qld.gov.au">EQInternational@deta.qld.gov.au</a>
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