让您的子女为就读澳大利亚高中更快做好准备！

悉尼学院TAFE英语中心（SITEC）的高级中学课程英语预备课程是为国际学生开设的一个优质课程，也是让您的子女为就读澳大利亚高级中学做好准备的一种平稳可靠的途径。不要浪费宝贵时光，利用每一周时间，让您的子女在悉尼就读中学！

为什么选择SITEC英语中心的高级中学英语预备课程？

▲ SITEC英语中心每年包括学校假期在内开放50周时间 — 小龄学生不会浪费宝贵时间。
▲ 开学日期非常灵活 — 每5周招生一次
▲ 课程优异、课堂技术先进 — 配有互动白板、互联网、语言实验室、体育课和更多设施。

其它优势

▲ 由澳大利亚政府所有和经营
▲ 学生成绩优秀，中心拥有20年的卓越业绩
▲ 开设特别课程，为澳大利亚学校课程和环境做好准备
▲ 教师拥有合格资历，在高级中学课程以及国际学生英语教学方面经验丰富
▲ 校区配有24小时保安和急救员，所有员工都要接受无犯罪检查和儿童保护检查
▲ 校区设备完善，澳大利亚学生和国际学生一起上课，其中25%的学生年龄不到19岁

Sydney Institute TAFE English Centre (SITEC)
sydneytafe.edu.au/sitec
Fiona Harris – SITEC 高级中学英语预备课程教师

15、16、17、18岁的学生，第一次远离家门，来到异国他乡，您可以想象一下。我们的照料责任非常重要，我们要让他们做好准备，融入其他澳大利亚学生之中。

我们密切遵照学校的课程大纲，鼓励学生大量讨论，分小组、成对以及个人开展学习。课程井井有条，但同时也让学生可以用英语自由表达。

我们把他们作为成人一样对待，让他们能够独立学习。我的学生在完成课程入读高级中学时，与15周前初次见面时截然不同—他们做好了入读中学的准备，心情非常激动。其中很多学生后来接着上了大学。

小龄学生住宿和监护
对于年龄未满18岁的学生，家长必须指定一位监护人，在学生在澳期间对学生负责。如果学生在悉尼没有亲属，SITEC英语中心可以安排监护人和澳大利亚家庭寄宿。

申请方法
如果您给子女报名就读公立高级中学时，希望子女在SITEC英语中心学习英语预备课程，请使用下页上的申请表，并在第7.2部分—“高级中学强化英语语言准备课程”预选SITEC（我们位于悉尼市中央的Ultimo校区）。

然后：
1. 填写其它各栏并附上所要求的材料
2. 请您的代理将申请表寄至申请表底部的地址。

SIDEC英语中心期盼欢迎您的子女就读，帮助他们在一个富有支持和关爱的环境中取得最好成绩，为在澳大利亚高级中学开始生活和学习做好准备。

### SITEC高级中学英语预备课程课表示例

<table>
<thead>
<tr>
<th>星期一</th>
<th>星期二</th>
<th>星期三</th>
<th>星期四</th>
<th>星期五</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:25 – 10:25 第1节课</td>
<td>科技英语</td>
<td>数学英语</td>
<td>英语文学</td>
<td>澳大利亚文化和环境简介</td>
</tr>
<tr>
<td>10:25 -10:50 上午课间休息</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:50 -12:50 第2节课</td>
<td>数学英语</td>
<td>科技英语</td>
<td>阅读和写作技能</td>
<td>澳大利亚高级中学新生介绍</td>
</tr>
<tr>
<td>12:50 – 1:30 午餐课间休息</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:30 – 2:30 第3节课</td>
<td>电脑技能</td>
<td>电脑技能</td>
<td>语言实验室</td>
<td>学习技能</td>
</tr>
</tbody>
</table>

Sydney Institute TAFE English Centre (SITEC)
sydneytafe.edu.au/sitec

提高英语水平，创造更好未来
**NSW GOVERNMENT SCHOOLS**
**INTERNATIONAL STUDENT APPLICATION FORM**

Please complete the application form in English. PLEASE PRINT CLEARLY IN CAPITAL LETTERS.

### Part 1 Student details

<table>
<thead>
<tr>
<th>Surname or Family Name</th>
<th>Given Name(s)</th>
<th>Date of Birth (DD/MM/YYYY)</th>
<th>Male</th>
<th>Female</th>
<th>Nationality</th>
<th>Passport Number</th>
</tr>
</thead>
</table>

If you are currently living outside Australia, please provide your overseas address. If you are already living in Australia, please provide your Australian address.

<table>
<thead>
<tr>
<th>Number and Street</th>
<th>Suburb / Town / City</th>
<th>Postcode/Zip code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Country</th>
<th>Home Phone Number (including country code)</th>
<th>Mobile Phone Number (including country code)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student Email Address</th>
</tr>
</thead>
</table>

### Part 2 Parent details

<table>
<thead>
<tr>
<th>Father’s Family Name</th>
<th>Father’s Given Name</th>
<th>Mother’s Family Name</th>
<th>Mother’s Given Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number and Street</th>
<th>Suburb / Town / City</th>
<th>Postcode/Zip code</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Country</th>
<th>Home Phone Number (including country code)</th>
<th>Mobile Phone Number (including country code)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
</thead>
</table>

### Part 3 Visa and Overseas Student Health Cover (OSHC)

<table>
<thead>
<tr>
<th>Do you hold a current Australian visa?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Where will you lodge the student visa application?</th>
<th>Country</th>
<th>City</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Do you already have OSHC cover?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Expiry date

### Part 4 Accommodation and welfare

International students under 18 years of age must have appropriate accommodation and welfare arrangements for the period of study in Australia. Students under 18 years must have a NSW resident guardian/carer. Parents must nominate one of the following accommodation and welfare options.

Please tick **one** option only:

1. I nominate a Department of Immigration and Citizenship (DIAC) approved relative to provide accommodation, welfare and airport reception. If the student is applying for primary school, this option must be selected. Students in Years 7 and 8 must reside with a relative who can provide parental care and supervision.

2. I nominate a person over 21 years of age residing in NSW to provide accommodation, welfare and airport reception. I request that NSW Department of Education and Communities approve these arrangements as the welfare provider. This option is only available for students applying for Year 9 or higher. Students in Years 7 and 8 must reside with a relative who can provide parental care and supervision.

3. I request the NSW Department of Education and Communities to arrange accommodation, welfare and airport reception. This option is only available for students applying for Year 9 or higher. Students will be placed in approved homestay accommodation.

Complete the details below if you selected option 1 or 2 above:

<table>
<thead>
<tr>
<th>Name of Nominee</th>
<th>Relationship to Student</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number and Street</th>
<th>Suburb / Town / City</th>
<th>Postcode</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Mobile Phone</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
</thead>
</table>

### Part 5 Education and English language proficiency

<table>
<thead>
<tr>
<th>School Education</th>
<th>Highest grade / Year level achieved</th>
<th>School Name</th>
</tr>
</thead>
</table>

**English Proficiency**

- I have taken a recognised English language test (e.g. IELTS, TOEFL, AEAS, STEP)

<table>
<thead>
<tr>
<th>Name of test</th>
<th>Score</th>
<th>Date of test (DD/MM/YYYY)</th>
</tr>
</thead>
</table>

- English is the language of instruction at my current school

### Part 6 School program and placement

**a) Please nominate the program you wish to enter**

<table>
<thead>
<tr>
<th>Primary</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secondary</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
<th>Years 11 and 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td>Year 5</td>
<td>Year 6</td>
</tr>
</tbody>
</table>

**Study Abroad (short-term enrolments)**

- Year 9
- Year 10
- Year 11
- 12 months

**Please nominate preferred duration**

- 3 months
- 6 months
- 9 months

NSW Department of Education and Communities – Schools CRICOS Code: 00588M
b) Preferred start date and year (including Intensive English program if required)

- [ ] January
- [ ] April
- [ ] July
- [ ] October

Year: __________

Term 1

Term 2

Term 3

Term 4

Do you have a brother or sister already enrolled in a NSW government school?

- [ ] Yes
- [ ] No

If yes, name of school

Part 7 Intensive English language preparation for high school

I wish to enrol in an Intensive English Preparation for High School program

- [ ] Yes
- [ ] No

If yes, please tick one option only:

- [ ] Newcastle (Hunter Institute)
- [ ] Crows Nest (Northern Sydney Institute)
- [ ] Liverpool (South Western Sydney Institute)
- [ ] Ultimo (Sydney Institute)
- [ ] Newcastle (Hunter Institute)

College Name

Start Date __________

End Date __________

Part 8 Special circumstances and relevant previous history (answer all questions)

a) Do you have any disabilities or medical conditions?

- [ ] Yes
- [ ] No

If yes, please specify and provide details

b) To your knowledge, is there anything in your history or circumstances (including medical history) which might pose a risk of any type to you, other students, or staff at the school?

- [ ] Yes
- [ ] No

If yes, provide a brief description of your medical or other history

c) Have you any past history of violent behaviour?

- [ ] Yes
- [ ] No

If yes, please provide details

Part 9 Declaration

We declare that all information provided with this application form is correct and that I/we have read and understood and agree to be bound by the terms and conditions on this form. I/we agree that the terms and conditions on this form, together with any offer letter constitute a written agreement between the parents/student/over 18 and DEC for the purpose of the ESOS Act and National Code 2007.

I/we agree to pay the applicable tuition fees set out in this form prior to the commencement of the nominated studies.

To your knowledge is there anything in your history or circumstances which might pose a risk of any type to you, other students, or staff at the school?

If yes, provide a brief description of your medical or other history

Part 10 Agent details

I confirm that I have briefed the applicant and parents on the Terms and Conditions relating to this application and provided the applicant with relevant information on NSW government schools consistent with the requirements of the ESOS Act 2000 and the National Code 2007.

- [ ] Yes
- [ ] No

Agent Name

Date (DD/MM/YYYY) __________

Phone Number __________

Fax Number __________

Email __________

Send application form and certified documents to: DEC International Students Locked Bag 53 Darlinghurst NSW 1300 Australia or email: isc@det.nsw.edu.au

Printed June 2012

NSW Department of Education and Communities – Schools CRICOS Code: 00588M

DEC Declaration

Personal information you supply and consent to being contacted is to be used by DEC/TAFE NSW in connection with an application for a student to study in NSW. Provision of information is voluntary but, if not provided, that application may be hindered.

DEC/TAFE NSW will not disclose personal information to outside parties other than as provided in this form unless required by law, you consent or it is needed to prevent serious threat to a person’s health or safety. You can access and correct personal information by contacting the DEC International Students.
CHECKLIST
Please check to ensure you have attached the following to your application:

- A recent passport-sized photograph of the student
- Certified copy of the student’s birth certificate, or family register, or passport if the student is under 18 years
- If a relative is the nominated guardian, completed DEC Guardianship form and proof of identity must be provided e.g. certified copy of passport and visa or proof of Australian Citizenship
- Completed Request for Approval of Accommodation/Welfare Arrangements form from the International Students Centre
- English language course progress reports (if student studying English)
- English translations, including academic and English level achieved

If the student is in Australia at time of application, please also provide:

- Certified copy of passport and current visa
- Evidence of appropriate accommodation and welfare arrangements e.g. police clearance for relatives or a copy of Confirmation of Appropriate Accommodation and Welfare (CAAW) form from your current provider
- Completed Request for Approval of Accommodation/Welfare Arrangements form available from the International Students Centre
- A copy of the membership card from your current overseas student health insurance provider

Please send your completed application to: DEC International Students
Postal address and email details are at the bottom of this page.

FEES 2012 - 2013 (All fees are GST inclusive where applicable)

<table>
<thead>
<tr>
<th>Course</th>
<th>2012 - 2013 Tuition Fees*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Years K to 6</td>
<td>$4,750</td>
</tr>
<tr>
<td>Junior Secondary Years 7 to 10</td>
<td>$5,750</td>
</tr>
<tr>
<td>Senior Secondary Years 11 and 12</td>
<td>$6,500</td>
</tr>
<tr>
<td>Intensive English Centre</td>
<td>$3,000 ($3050 per week)</td>
</tr>
</tbody>
</table>

*Fees are refundable for: NSW Government Schools

TERMS AND CONDITIONS
NSW Department of Education and Communities defines a study period as one semester (2 terms and up to 21 weeks).

Please retain a copy of the terms and conditions for your records.

REVIEW OF TUITION FEES
NSW Department of Education and Communities reserves the right to review its fees. If tuition fees are increased you will be required to pay the new fees as they are introduced. If you defer your course, you will be required to pay the fees which apply at your new commencement date.

SCHOOL FEE PAYMENT
New Students must pay:

- Application fee
- Overseas Student Health Cover
- Fees specified in the DEC International Students Centre invoice which will be no more than 50% of the total tuition fees for the course of study or fees paid for a study period whichever is the greater.

Continuing Students must pay:

- Fees specified in the DEC International Students Centre invoice by the due date.

Refund Policy
Application fees, airport pick-up fee and accommodation placement fee (including guardian arrangement) are not refundable.

Tuition fees are refundable if:

- The student fails to comply with the conditions of enrolment at the school or English Language Centre
- The student breaches the visa requirements of his or her visa as imposed by the Australian government
- The student/parent provides false, inaccurate or misleading information
- The student withdraws during the TAFE NSW English Language Centre English for High School Preparation program. No refund will be given for the English language component.

Part or whole of the fees are refundable for NSW Government Schools under the following circumstances:

- 100% of school tuition fees paid will be refunded if the student is refused a visa before commencing the course
- If the student commences study at a NSW government school before the student visa application has been processed and it is subsequently rejected, a pro rata refund of tuition fees paid will be made
- A fee of 20% of the fees paid for up to one study period will be charged to cover administration costs and charges if the student is withdrawn by the parent or legal guardian for any reason prior to the proposed commencement at the school
- If the student is withdrawn by the parent/guardian for any reason on or after the student’s proposed commencement date at a school, the parent or legal guardian must give notice of at least one school term duration in advance. A refund of fees will only apply to a term that has not commenced and only after the expiration of one term’s written notice. (For example: if a current term has commenced, the following term will be considered as the notice period and fees paid for it will not be refunded, only fees paid for a term beyond the first two terms will be refunded). Additionally, a fee equal to 20% of the fees paid for up to one study period will be charged to cover administrative costs and expenses
- Students in Year 12 who sit for the HSC are regarded as enrolled for the whole year and are not entitled to a refund for Term 4
- If the student becomes an Australian permanent resident, the student will be entitled to a full refund of the remaining fees from the date the student became an Australian permanent resident
- If the student becomes an Australian temporary resident, the student will have to pay fees under the Temporary Residents Program

Application fee payment (credit card)

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Type</td>
</tr>
<tr>
<td>Card Number</td>
</tr>
<tr>
<td>Name on Card</td>
</tr>
<tr>
<td>Card Expiry Date (MM/YY)</td>
</tr>
<tr>
<td>Cardholder Signature</td>
</tr>
</tbody>
</table>

Send application form and certified documents to: DEC International Students Locked Bag 53 Darlinghurst NSW 1300 Australia or email: isc@det.nsw.edu.au

Printed June 2012
NSW Department of Education and Communities – Schools CRICOS Code: 00588M

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Tuition fees are refundable if:

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- The student breaches the visa requirements of his or her visa as imposed by the Australian government
- The student/parent provides false, inaccurate or misleading information
- The student withdraws during the TAFE NSW English Language Centre English for High School Preparation program. No refund will be given for the English language component.

Part or whole of the fees are refundable for NSW Government Schools under the following circumstances:

- 100% of school tuition fees paid will be refunded if the student is refused a visa before commencing the course
- If the student commences study at a NSW government school before the student visa application has been processed and it is subsequently rejected, a pro rata refund of tuition fees paid will be made
- A fee of 20% of the fees paid for up to one study period will be charged to cover administration costs and charges if the student is withdrawn by the parent or legal guardian for any reason prior to the proposed commencement at the school
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Printed June 2012
NSW Department of Education and Communities – Schools CRICOS Code: 00588M
Part or whole of the tuition fees are refundable for the TAFE NSW English Language component of the combined TAFE NSW English Language and High School packaged course under the following circumstances:

- 100% of the tuition fees paid will be refunded if a student is refused a visa
- 90% of the tuition fees paid will be refunded if a student withdraws 4 weeks (28 days) or more PRIOR to the commencement date of their English course
- 80% of the tuition fees paid will be refunded if a student withdraws within the final 4 weeks (28 days) PRIOR to the commencement date of their English course
- If a student completes the English course earlier than expected, the remainder of fees for sessions not commenced will be transferred to the government school. Each session is 5 weeks in duration.

**Refund Procedures**

- Requests for refunds must be made in writing by the parent or legal guardian* to the NSW Department of Education and Communities,
- Refunds will be processed within four (4) weeks from receipt of the written request if it includes all required information.
- A written statement will be provided to the student to explain how the refund is calculated.

* Legal guardian does not include the guardian/carer approved by Immigration or the Department of Education and Communities as required for a student visa

**Expectations of NSW government schools**

NSW government schools will:

- Provide the student with the same level of instruction and educational services as normally provided to other students of the schools enrolled at the same year level
- Provide an orientation program for the student
- Monitor the welfare of the student and provide counselling and ongoing support while the student is enrolled at the school
- Provide a minimum of two written school reports a year (sent to the parents and guardian/carer)
- Appoint one or more staff member(s) to act as point of contact for students, who have access to up-to-date details of support services for students
- Provide English as a Second Language support for the student at school, if required
- Approve accommodation and welfare arrangements for students under 18 years, if requested, and paid for by parents and assist in the arrangement of homestay, guardianship and airport reception through DEC approved homestay providers
- Pay commission to an agent registered with NSW Department of Education and Communities
- Receive commission from health insurance providers for the processing of overseas students health cover fees.

**Expectations of the TAFE NSW English Language Centres (if student is enrolled in English for High School Preparation)**

TAFE NSW English Language Centres will:

- Provide intensive English language preparation for high school
- Arrange for the student to be met at Sydney Airport by a representative of TAFE NSW or the nominated homestay provider (if any), and for the student to be accompanied to the nominated accommodation, if this has been requested and paid for by the parent
- Organise homestay accommodation and guardianship, if this has been requested and paid for by the parent.

**Expectations of Students**

The student:

- Must commence school enrolment on the date stated on the Confirmation of Enrolment and if this is not possible notify DEC International Students Centre in writing within 24 hours of the start date on the Confirmation of Enrolment.
- Is subject to the requirements of the ESOS Act 2000 and National Code 2007 and must comply with the school enrolment conditions and requirements in respect of international students
- Must comply with student visa requirements and Australian laws
- Must reside at approved accommodation while under 18 years and comply with homestay requirements
- Must meet attendance and course requirements
- Must not engage in any activity that may endanger the safety of themselves or any other persons
- Must return books and materials which are the property of the school when they complete the course or withdraw
- Must return laptop computers if they leave the school or withdraw prior to the end of Year 12.

**Expectations of the Parent and Student over 18**

The parent and any student over 18 must:

- Ensure the student obtains the appropriate student visa
- Ensure requirements are met and maintained for accommodation and welfare arrangements for students under 18 years
- Notify the DEC International Students and the school immediately if the student’s studies are terminated, or there are any changes to the student’s visa status
- Ensure any change to the student’s address (unless arranged through DEC) is advised in writing to the school within 7 days
- Ensure that at least one parent or a relative who is able to provide parental care and supervision is living with the student (if the student is enrolled in Years 7 or 8)
- Ensure that at least one parent lives with the student (if the student is enrolled in primary school)
- Pay the required fees.

**No Obligation**

The Department of Education and Communities does not represent or guarantee that the student will:

- Be accepted for enrolment at a specific school
- Successfully complete study undertaken
- Successfully complete the NSW Higher School Certificate (Year 12)
- Gain entry into a tertiary institution.

**Complaints Procedure**

If the student or parent has any complaint(s) about the services provided by the school or the relevant fees, attempts should be made to resolve the problem with the relevant staff before lodging the complaint. Full details of the complaints procedure is available from the DEC International Students or at www.internationalschool.edu.au. So far as relevant, complaints will be handled upon the same basis as a complaint from a student or parent ordinarily resident in NSW.

**Breach of Terms and Conditions**

Any breach of these terms and conditions may result in the termination of the student’s enrolment.

**Applications and certified documents to:**

DEC International Students  
NSW Department of Education and Communities  
Locked Bag 53  
Darlinghurst NSW 1300 Australia  
OR  
Email: isc@dot.nsw.edu.au

**Telephone:** + 61 2 9289 4777  
**Fax:** + 61 2 9244 5844  
**Website:** www.internationalschool.edu.au

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**NSW Department of Education and Communities – Schools**  
CRICOS Code: 00588M