Get your child ready for Australian High School faster!

The English Preparation for High School Program from Sydney Institute TAFE English Centre (SITEC) is a high quality course for international students – a smooth and reliable way to make your child ready for an Australian High School. Don't lose any precious time; use every week to get your child back to school – in Sydney!

Why choose SITEC for English Preparation for High School?

▲ SITEC is open 50 weeks a year including school holidays – young students don't waste valuable time
▲ flexible start dates – intakes are every 5 weeks
▲ excellent program, technology in the classrooms with interactive whiteboards and internet access, a Language Lab, sports classes and more

Other advantages

▲ Australian Government owned and operated
▲ 20 year track record of student achievement
▲ special classes to prepare for the Australian school curriculum and environment
▲ teachers are qualified and experienced in both high school curriculum and teaching English to international students
▲ 24-hour security and first aid officers on campus; all staff are subject to police and child protection checks
▲ a fully equipped campus with Australian and international students, of which 25% are under 19 years of age
Fiona Harris – SITEC teacher, English Preparation for High School

You can imagine the students being 15, 16, 17, 18 for the first time away from family, in a foreign country. Our duty of care is very important; we are preparing them to be able to just slot in with other Australian students.

We follow the school curriculum very closely. I encourage the students to have lots of discussion, work in groups, in pairs and also individually. It is working with a structure but at the same time allowing the students to have freedom expressing themselves in English.

They are treated like adults, geared towards being able to study independently. There’s a big difference from the student that I met 15 weeks ago to the student that leaves us and goes into High School – they’re ready to go, and they’re excited. A great number of them later go on to college and to university.

Why choose Australia for study?

▲ Safety - Australia is one of the safest countries in the world
▲ Pleasant climate – it is very comfortable and clean, with lots of sunny days, unique nature and beautiful beaches
▲ Excellent education system and future study opportunities – students can continue to study in vocational and degree courses at TAFE NSW or a university.

Accommodation and Guardianship for young students

For students under 18 years old, parents must nominate a guardian who will be responsible for them while in Australia. If the student doesn’t have relatives in Sydney, SITEC can help arrange a guardian and homestay with Australian households through an approved provider.

How long do the students need to study at SITEC?

The standard duration of the program is 20 weeks, which can be extended if a student needs more time. We check the students’ level of English in all skills at the start of the program and then every 5 weeks. This ensures that they can go to High School as soon as they are ready and accepted.

Fee transfer

English Preparation for High School Program tuition fee is A$350 per week. If a student achieves the required English level earlier than expected and is accepted by the High School, SITEC will transfer the fees for the remaining sessions towards the High School course.

How to apply

If you want your child to study English Preparation for High School at SITEC when you enrol your child in a Government High School, please use the application form on the next pages, with SITEC pre-selected in Part 7.2 – “Intensive English language preparation for high school” (we are based at the Ultimo campus in central Sydney).

Then:
1. fill out all other fields and attach the required documentation
2. ask your agent to send the form to the address at the bottom of the form

We at SITEC are looking forward to welcoming your child and helping them achieve their best in a supportive, caring environment so that they are ready to start their life and study in an Australian High School.

SITEC English Preparation for High School Sample Timetable

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:25 - 10:25 Period 1</td>
<td>English for Science</td>
<td>English for Maths</td>
<td>English Literature</td>
<td>Introduction to Australian Culture and Environment</td>
</tr>
<tr>
<td>10:25 -10:50 Morning break</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:50 -12:50 Period 2</td>
<td>English for Maths</td>
<td>English for Science</td>
<td>Reading and Writing Skills</td>
<td>Orientation to Australian High School</td>
</tr>
<tr>
<td>12:50 - 1:30 Lunch break</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:30 – 2:30 Period 3</td>
<td>Computer skills</td>
<td>Computer skills</td>
<td>Language laboratory</td>
<td>Study Skills</td>
</tr>
</tbody>
</table>
**Part 1 Student details**

- **Surname or Family Name**
- **Given Name(s)**
- **Date of Birth (DD/MM/YYYY)**
- **Country of Birth**
- **Male**
- **Female**
- **Nationality**
- **Passport Number**

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

- **Number and Street**
- **Suburb / Town / City**
- **Country**
- **Postcode/Zip code**
- **Home Phone Number**
- **Mobile Phone Number**

**Part 2 Parent details**

- **Father’s Family Name**
- **Mother’s Family Name**
- **Father’s Given Name**
- **Mother’s Given Name**
- **Number and Street**
- **Suburb / Town / City**
- **Country**
- **Postcode/Zip code**
- **Home Phone Number**
- **Mobile Phone Number**

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

- **Do you hold a current Australian visa?**
- **Yes**
- **No**
- **If yes, what type?**
- **Expiry date**

Where will you lodge the student visa application?

- **Country**
- **City**

- **Do you already have OSHC cover?**
- **Yes**
- **No**
- **If yes, name of current provider**
- **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:

- **Name of Nominee**
- **Relationship to Student**
- **Number and Street**
- **Suburb / Town / City**
- **Postcode**
- **Home Phone**
- **Mobile Phone**

**Part 5 Education and English language proficiency**

- **School Education**
- **Highest grade / Year level achieved**
- **School Name**

- **English Proficiency**
- **I have taken a recognised English language test (e.g. IELTS, TOEFL, AEAS, STEP)**
- **Name of test**
- **Score**
- **Date of test (DD/MM/YYYY)**

- **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

- **Primary**
  - Kindergarten
  - Year 1
  - Year 2
  - Year 3
  - Year 4
  - Year 5
  - Year 6

- **Secondary**
  - Year 7
  - Year 8
  - Year 9
  - Year 10
  - Years 11 and 12

- **Study Abroad (short-term enrolments)**
  - Year 9
  - Year 10
  - Year 11

- **Preferred duration**
  - 3 months
  - 6 months
  - 9 months
  - 12 months

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

1. I wish to enrol in an Intensive English program within the NSW government school system. Students will be placed at an Intensive English Centre (IEC) close to their high school.

2. I wish to enrol at a TAFE NSW English Language Centre prior to school enrolment. This option is only available for students aged 15 years or over.

3. I have applied to, or I am already enrolled in, a private ELICOS college.

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

d) Have you been involved in any other incidents of the kind listed above outside the school setting? [ ] Yes [ ] No

If yes, please provide brief details

Part 9 Declaration

I/We declare that all information provided with this application form is correct and that I/we have read and understood the terms and conditions on this form, together with any offer letter and acknowledge the terms and conditions of enrolment. I/We also agree to pay the applicable tuition fees set out in this form prior to the commencement of the nominated studies. I/We understand and consent that personal information provided by the student to the NSW Department of Education and Communities may be made available to the health insurance provider, Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2007 and to any contractors engaged by NSW DEC to provide advice or services in connection with any aspect of NSW DEC’s international student program or operation.

I/We hereby consent to being contacted in connection with this application and any subsequent enrolment by text message, email or other electronic means and note that I/We may at any time opt out of being contacted by any such electronic means by contacting the DEC International Students and so advising.

I/We consent to the student named in this application form:

- attending and participating in school activities, including excursions and trips arranged by the school, and
- in the event of an emergency, using ambulance transportation and/or receiving such medical or surgical treatment as may be deemed necessary.

I/We are responsible for costs incurred in providing medical treatment and associated services for the student.

I/We agree that if there is any difference in meaning in the provision of the English version and any translated version of this form or the Terms and Conditions to me/us, the English version is to prevail.

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.

Signature

Agent Name

Date (DD/MM/YYYY) / / 

Address

Phone Number (including country code) + 

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

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

Printed June 2012

TAFE NSW - Technical and Further Education Commission CRICOS Provider Code: 00591E

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

Printed June 2012
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 pages (with personal particulars)
- 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
- Certified copies of school reports for the last two years with certified English translations, including academic and English level achieved
- Official results of any formal examinations including Junior High School Graduation Certificate, HKCEE, etc.
- Application fee which is non-refundable
- Study Abroad students: English teacher’s recommendation letter or English test results
- 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., a 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
- English language course progress reports (if student studying English)
- 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)

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<th>Course</th>
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<th>Amount 2013</th>
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<tbody>
<tr>
<td>Primary Years K to 6</td>
<td>A$4,750</td>
<td>A$9,500</td>
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<tr>
<td>Junior Secondary Years 7 to 10</td>
<td>A$5,570</td>
<td>A$11,500</td>
</tr>
<tr>
<td>Senior Secondary Years 11 and 12</td>
<td>A$6,500</td>
<td>A$13,000</td>
</tr>
<tr>
<td>Intensive English Centre</td>
<td>A$7,000</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Tuition fees cover the charges for tuition and administration (includes text book hire and excursions up to the value of A$200).

TAFE NSW English Language Fees
For students enrolling in a TAFE NSW English Language Centre
- Application fee (non-refundable) A$150
- Tuition fees (English for High School Preparation) per week A$350
*A$150 Application fee applies to combined TAFE NSW English Language and High School packaged courses.

- Overseas Student Health Cover (OSHC) per student per year A$480
Students must pay OSHC for the entire length of their visa. Health cover rate is subject to review.
- Airport pick-up fee A$140
- Accommodation placement fee including guardianship A$250
- School uniforms A$150-$200
- School transfer fee 2012 A$200 2013 A$400

This fee applies to students who request a change of school after the school placement is confirmed with the Confirmation of Enrolment (CoE).

Fees must be paid in Australian dollars by one of the following methods:
- By credit card (MasterCard or Visa)
- By cash or cheque at any Westpac Bank in Australia
- By cash, cheque or credit card at any Australian Post Office
- Via BPAY in Australia
- By bank draft/bank cheque made payable to the NSW Department of Education and Communities and received by DEC International Students.

The NSW Department of Education and Communities will not be responsible for money paid to a third party.

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 not 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 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). A fee 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>
<th>Card Type</th>
<th>Visa</th>
<th>Mastercard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number</td>
<td>Card Expiry Date (MM/YY)</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>Name on Card</td>
<td>Cardholder Signature</td>
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</tr>
</tbody>
</table>

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

**PROVIDER DEFAULT**

In the unlikely event that NSW Department of Education and Communities is unable to deliver the intended course, you will be offered a refund of the unused portion of prepaid course fees. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Students who are unable to study their preferred subjects will be offered placement at another NSW government school.

**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 the 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 studies 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.