New South Wales Department of Education & Training
Temporary Residents Program
Application Form for an Authority to Enrol

Please Read the Following Information Carefully

General Information for all Applicants:
The Temporary Residents Program administers the enrolment of dependant temporary resident students in all New South Wales government schools. A temporary resident student is not permitted to enrol in any New South Wales government school for any period of time unless an ‘Authority to Enrol’ has been issued to the school by the Temporary Residents Program. Some visa subclasses are required to pay fees. For detailed information regarding the current fee structure and enrolment procedures, please visit our website or contact our office using the details below.

The Temporary Residents Program Application Form for an Authority to Enrol must be completed for each temporary resident student applying for enrolment in a NSW government school. All sections of the application form must be completed in English. Once the application is processed and fees paid if applicable, you will be notified in writing that an Authority to Enrol has been issued to the New South Wales government school that your child will be attending. In addition, you will be required to complete the general ‘Application to Enrol in a NSW Government School’. The general application is available from your local public school.

Please refer to the appropriate checklist on Page 5 of this application form to ensure that you have provided all the required documentation. Incomplete applications submitted to the Temporary Residents Program may result in delays to the student’s application for enrolment. If you are in a fee liable category, your child will not be enrolled until the fees are paid.

During the child’s enrolment at school, failure to pay the relevant fees at any time may mean that your child’s enrolment will be terminated and action for recovery of outstanding fees pursued against you.

The Temporary Residents Program is not for individual students or groups of students who will attend school on an advertised tour or program. Student groups must be arranged through the Study Tour Program and individual students must apply through the International Students Program.

Additional Information for Visitor Visa (Tourist Visa) Applicants:
Visitors to Australia who wish to study at a New South Wales government school must make an application through the Temporary Residents Program. Visitor visa holders, including those with multiple entry visas may enrol for a maximum period of twelve weeks. Enrolments are at the principal’s discretion. Visitor visa students are expected to reside with their parents or with direct relatives.

The application process for visitor visa holders can only commence once the student has arrived in Australia. Visitor visa holders are liable to pay the visitor rate of the temporary resident’s fee. In the event of early withdrawal, visitor visa holders will not be entitled to a refund of fees paid. For detailed information regarding the current fee structure and enrolment procedures, please visit our website or contact our office using the details below.

Additional Information for Dependants of International Student Applicants:
Dependant student visa applicants require evidence of school arrangements to obtain a dependant student visa from the Australian Department of Immigration & Citizenship (DIAC). Subject to the completion of all documentation and payment requirements, a ‘Confirmation of Placement’ document will be issued to the applicant by the Temporary Residents Program.

Dependants of international student visa holders who are applying offshore do not need to arrange for Section B to be completed on this initial application. For detailed information regarding the current fee structure and enrolment procedures, please visit our website or contact our office using the details below.

Please submit your completed Application Form for an Authority to Enrol and associated documents to:
Temporary Residents Program
Locked Bag 7004
Wollongong NSW 2520

Counter inquiries can be made at:
International Students Centre, Ground Floor, 827-839 George Street, Broadway (Sydney)

For information on the Temporary Residents Program, please contact:
Website: www.internationalschool.edu.au
Email: tempvisa@det.nsw.edu.au
Phone: 1300 300 229 (Local call within Australia)
Phone: + 61 1300 300 229 (Outside Australia)
Temporary Residents Program
Application Form for an Authority to Enrol

CRICOS Provider: DET (Schools) No. 00588M
Document Version: 11/10

DO NOT STAPLE

SECTION A
Details of Student Applying to Enrol in a New South Wales Government School

Family Name _______________________________________________________
Given Names _______________________________________________________
Date of Birth _______ / _______ / ___________  Day              Month           Year
Sex:  ☐ Male  ☐ Female
Passport Number ____________________________________________________
Country of Issue ____________________________________________________
Country of Birth ____________________________________________________
Language Spoken ____________________________________________________
Visa Subclass (3 Digit Number & Letter) ________________________________
Visa Expiry Date ______ / ______ / ______
Does the Student have a Disability? ☐ Yes  ☐ No
If yes, please provide details of the disability as an attachment to the application form and include copies of school reports and relevant medical reports.

Date Application Received
(For Office Use Only)
Application Number
Student Number

Father or Guardian Details

Family Name _______________________________________________________
Given Names _______________________________________________________
Relationship to student ☐ Father  ☐ Guardian
Single Parent / Guardian ☐ Yes  ☐ No
Will be living in Australia ☐ Yes  ☐ No
Date of Birth _______ / _______ / _______
Passport Number ________________________________________________
Country of Issue _________________________________________________
Visa Subclass (3 Digit Number & Letter) ______________________________
Primary Visa Applicant ☐ Yes  ☐ No

Mother or Guardian Details

Family Name _______________________________________________________
Given Names _______________________________________________________
Relationship to student ☐ Mother  ☐ Guardian
Single Parent / Guardian ☐ Yes  ☐ No
Will be living in Australia ☐ Yes  ☐ No
Date of Birth _______ / _______ / _______
Passport Number ________________________________________________
Country of Issue _________________________________________________
Visa Subclass (3 Digit Number & Letter) ______________________________
Primary Visa Applicant ☐ Yes  ☐ No

Declaration by Parents / Guardians

Both parents / guardians must complete the application form and sign this declaration unless a sole parent.

I declare that the information provided on this application form and the accompanying documents is, to the best of my knowledge and belief, accurate and complete. By signing this application, I acknowledge that as the parent or guardian of the temporary resident named on this application form, under the Education Act 1990, I must pay the Temporary Residents Program administration fee and applicable education fee, in advance, unless the temporary resident holds an exempt visa subclass category.

By signing this application I acknowledge that the Department of Education and Training may obtain access to relevant information about the temporary resident related to one or more of the questions in this application. I recognise that should statements in this application form later prove to be false or misleading, any decision made as a result of this application may be reversed and the enrolment may be terminated.

Privacy Notice: In dealing with this application it may be necessary for the Department of Education and Training to access documents held by the Australian Department of Immigration & Citizenship and to provide information to them which I have provided in or with my application. I consent to this. This information will be collected, used and stored consistent with the Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act 2002.

Father / Guardian  Mother / Guardian

Name ____________________________________________________________
Signature _________________________________________________________
Date ______ / ______ / ______

Name ____________________________________________________________
Signature _________________________________________________________
Date ______ / ______ / ______
Contact Details for Correspondence in Australia

Address _________________________________________________________________
Suburb _________________________________________________________________ State ___________________________ Postcode _________________________
Telephone (Home) ___________________________ Telephone (Work) ___________________________
Mobile Phone ___________________________ Mobile Phone ___________________________
Email _________________________________________________________________

Contact Details for Correspondence in Home Country

Address _________________________________________________________________
Suburb _________________________________________________________________ State ___________________________ Postcode _________________________
Telephone (Home) ___________________________ Telephone (Work) ___________________________
Mobile Phone ___________________________ Mobile Phone ___________________________
Email _________________________________________________________________

Details of Other Children Enrolled in a New South Wales Government School

Please provide details of other children in your immediate family who are enrolled in a New South Wales Government School:

Name _______________________________________________________________ Date of Birth _______ / _______ / _______
Name _______________________________________________________________ Date of Birth _______ / _______ / _______
Name _______________________________________________________________ Date of Birth _______ / _______ / _______

Refund of Education Fees

In the event of withdrawal from a New South Wales government school or a change in visa subclass to a fee exempt category, a pro rata refund of Education Fees may be due. In the event of a refund, payment will be made by the New South Wales Department of Education and Training to a parent or guardian of the student. If the refund is to be paid to a third party person or organisation, please state their details below:

Payee Name _________________________________________________________________
Address _________________________________________________________________
Suburb _________________________________________________________________ State ___________________________ Postcode _________________________

SECTION B  To be completed by the School Principal of the New South Wales Government School

(Please stamp with school stamp)

School Name _________________________________________________________________ School Code _________________________
Contact Person ______________________________________________________________ Telephone ___________________________

On receipt of an Authority to Enrol, and following risk assessment and consideration of the Application to Enrol, the student could be enrolled from:

Preferred Start Date _______ / _______ / _______ to _______ / _______ / _______
Academic Year (e.g. Year 4) ___________________________

I have sighted the original passport and visa documentation ☐ Yes ☐ No
According to the visa subclass, the student is ☐ Fee Liable ☐ Fee Exempt
Does the student have a disability? ☐ Yes ☐ No
Is the student likely to require ESL education? ☐ Yes ☐ No
Principal’s Signature __________________________________________________________ Date _______ / _______ / _______
Principal’s Name ___________________________________________________________

Enrolment cannot commence until an Authority to Enrol document is issued to your school.
SECTION C  To be completed if the Parent holds an International Student Visa

Details of Parent who is the Primary Holder of an International Student Visa

Family Name ______________________________________ Given Names __________________________________________

Date of Birth _______ / _______ / _______

Sex:  ☐ Male  ☐ Female

Passport Number ___________________________________ Country of Issue ________________________________

Contact Details in Australia

Address ______________________________________________________________________________________________

Suburb _____________________________________________________State _______________ Postcode _______________

Telephone (Home) ___________________________________ Telephone (Work) _____________________________________

Mobile Phone _______________________________________ Mobile Phone ________________________________________

Email __________________________________________________________________________________________________

Contact Details in Home Country

Address ______________________________________________________________________________________________

_____________________________________________________________Country _________________________________

Email __________________________________________________________________________________________________

Visa Details

Please indicate the visa subclass that you hold.  A copy of the Confirmation of Enrolment (CoE) from your provider must be attached to this application.

☐  570P  ☐  572P  ☐  573P  ☐  574P  ☐  575P  ☐  576P  ►AusAID and Defence Sector visa holders are not required to submit a Confirmation of Enrolment (CoE) document

Course Provider Details

Please indicate the course provider that you studying with:

☐  Private Provider - VET and/or ELICOS  ☐  TAFE NSW  ☐ University Sector Undergraduate  ☐ University Sector Postgraduate Masters  ☐ University Sector Postgraduate Doctorate

Scholarship Details

Have you been awarded a full scholarship:  ☐ Yes  ☐ No

If yes, please provide details below and attach a copy of the official scholarship letter:

Scholarship Name _____________________________________________________________________________________

Scholarship Provider _____________________________________________________________________________________

Scholarship Start Date _____ / _____ / _____

Scholarship End Date _____ / _____ / _____
Payment Form

TO BE COMPLETED BY THE PARENT OR GUARDIAN OF THE STUDENT

Details of the Student Applying to Enrol in a New South Wales Government School

Family Name _________________________________________________________

Given Names _________________________________________________________

Date of Birth _______ / _______ / ___________

I authorise the payment of the $ 110.00 AUD Administration Fee

$ _______________ AUD Education Fee

Total Payment $ _______________ AUD

The Temporary Residents Program Administration Fee and Education Fee must be paid for fee liable visa subclass categories. Please refer to our website or contact our office for details of the current fee structure.

Incomplete payment forms submitted to the Temporary Residents Program will not be processed and may result in delays to the student’s enrolment into a New South Wales government school.

Payment Methods

☐ Visa Card by completing the details below, or

☐ Mastercard by completing the details below, or

☐ Bank Cheque enclosed payable to ‘New South Wales Department of Education & Training’, or

☐ Australia Post Money Order enclosed payable to ‘New South Wales Department of Education & Training’, or

☐ Bank Draft enclosed payable to ‘New South Wales Department of Education & Training’

Cash, Personal Cheques or Company Cheques are not accepted.

Credit Card Payment Details

Cardholder’s Name ____________________________________________________________________________________

Address ____________________________________________________________________________________________

Suburb ___________________________ State ___________ Postcode ______________

Telephone ___________________________ Mobile Phone ___________________________

Email _______________________________________________________________________________________________

Card Number _______________ / _______________ / _______________ / _______________ 

Expiry Date _______________ / _______________

Cardholder’s Signature __________________________________________ Date _______ / _______ / _______

Please ensure that you have sufficient credit limits and daily withdrawal limits in place for this transaction.
Checklist for New Applications

Please refer to the appropriate checklist below to ensure that you have provided all the required documentation. Incomplete applications submitted to the Temporary Residents Program may result in delays to the student’s enrolment into a New South Wales government school.

Certification of documents can be performed by the School Principal or a Justice of the Peace.

Once the application is processed, you will be notified in writing that an Authority to Enrol has been issued to the New South Wales government school that your child will be attending.

Checklist for Temporary Resident Visa Applicants:
- Section A of this application form has been completed on Pages 1 & 2.
- Section B of this application form has been completed by the School Principal.
- The payment form on Page 4 of this application form has been completed for fee liable visa categories.
- You have enclosed a certified copy of the student’s passport page.
- You have enclosed a certified copy of the student’s visa issued by DIAC.

Checklist for Dependant of International Student Applicants:
Where the student is in Australia and holding visa subclass 570S, 572S 573S, 574S, 575S, 576S
- Section A of this application form has been completed on Pages 1 & 2.
- Section B of this application form has been completed by the School Principal.
- Section C of this application form has been completed.
- The payment form on Page 4 of this application form has been completed for fee liable visa categories.
- You have enclosed a certified copy of the student’s passport page.
- You have enclosed a certified copy of the student’s visa issued by DIAC.
- You have enclosed a copy of the primary student visa holders Confirmation of Enrolment (CoE) document.

Checklist for Confirmation of Placement Applicants:
Where the student is overseas and requires a Confirmation of Placement to apply for a dependant student visa
- Section A of this application form has been completed on Pages 1 & 2.
- Section C of this application form has been completed.
- The payment form on Page 4 of this application form has been completed.
- You have enclosed a copy of the student’s passport page (where available).
- You have enclosed a copy of the primary student visa holders Confirmation of Enrolment (CoE) document.

Checklist for Visitor Visa Applicants:
- Section A of this application form has been completed on Pages 1 & 2.
- Section B of this application form has been completed by the School Principal.
- The payment form on Page 4 of this application form has been completed.
- You have enclosed a certified copy of the student’s passport page.
- You have enclosed a certified copy of the student’s visa or eVisa approval letter issued by DIAC.
- You have enclosed a certified copy of the student’s entry stamp from within the passport.

Please submit your completed Application Form and associated documents to:
Temporary Residents Program
Locked Bag 7004
Wollongong  NSW  2520

Counter inquiries can be made at:
International Students Centre, Ground Floor, 827-839 George Street, Broadway (Sydney)

For information on the Temporary Residents Program, please contact:
Website   www.internationalschool.edu.au
Email:   tempvisa@det.nsw.edu.au
Phone:   1300 300 229 (Local call within Australia)
Phone:   + 61 1300 300 229 (Outside Australia)