

Department of Education International

# Temporary Residents Program

## Application form for an Authority to Enrol

### 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 NSW government school for any period unless an *Authority to Enrol* has been issued to the school by the Temporary Residents Program.

Some visa subclasses are required to pay fees. If your child holds a fee liable visa category, your child will not be enrolled until the fees are paid. For more information about the education fee structure and enrolment procedures, please visit our website or contact our office using the details below.

The *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 applicable fees are paid, you will be notified in writing that an *Authority to Enrol* has been issued to the NSW government school that your child will be attending. In addition, you are required to complete the general *Application to Enrol in a NSW Government School*. The general application form is available from your local public school.

Please refer to the appropriate checklist on page 2 of this application form to ensure you provide all the required documentation. Incomplete applications submitted to the Temporary Residents Program may delay the student's enrolment into a NSW government school.

During the child's enrolment at school, failure to pay the relevant education fee may result in enrolment termination 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. Individual students holding or applying for a 500P international student visa must apply for enrolment through the International Student Program.

### Additional information for visitor visa applicants

Visitors to Australia who wish to study at a NSW 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 13 school weeks. Acceptance of a visitor visa enrolment is at the discretion of the school principal. Visitor visa students must reside in Australia with their parent or a direct relative.

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 education fee. In the event of early withdrawal of enrolment, visitor visa holders are not entitled to a refund of the education fee. For more information about the education 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 may require evidence of school arrangements to obtain a dependant student visa from the Australian Department of Home Affairs. Subject to the completion of the application process and any 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 complete Section B on this initial application. For more information about the education fee structure and enrolment procedures, please visit our website or contact our office using the details below.

### Inquiries:

Need more information, please contact us:

**T** 1300 300 229 (local call within Australia)  
+61 2 9244 5555 (outside Australia)

**E** tempvisa@det.nsw.edu.au

**W** deinternational.nsw.edu.au/trp

## Checklist

- Refer to the checklist below to ensure you complete the application correctly.
- Incomplete applications may delay the student's enrolment into a NSW government school.
- Successful applications will be notified in writing once the *Authority to Enrol* is issued to the NSW government school.

## Checklist for onshore applications (in Australia)

### **Where child is in Australia and has a valid visa.**

You completed Section A of this application form (pages 3, 4 and 5).

The principal of your local school completed Section B of this application form (page 6).

You provided a copy of the child's passport page, or ImmiCard, or Titre de Voyage.

You provided a copy of the child's visa issued by the Department of Home Affairs.

If the child holds bridging visa (010-070), you provided a copy of the previous visa held.

If the child holds bridging visa (010-070), you provided evidence of the new visa application.

If the child holds a dependant 500 visa, you provided a copy of your Confirmation of Enrolment (CoE).

If the child holds a dependant 500 visa, and you receive a scholarship for your studies, you provided a copy of your scholarship letter.

### **If you plan to email your application to the Temporary Residents Program:**

the file format must be PDF.

the application form and all other documents must be as one PDF file attachment.

the file size must be under 20MB.

## Checklist for offshore applications (outside Australia)

### **Where child is overseas and requires a Confirmation of Placement to apply for a dependant student visa.**

You completed Section A of this application form (pages 3, 4 and 5).

If the child does not have a visa, the visa questions in Section A are left blank.

If the child is offshore and does not have a visa, Section B is left blank.

You provided a copy of the child's passport page.

You provided a copy of your Confirmation of Enrolment (CoE).

If you receive a scholarship for your studies, you provided a copy of your scholarship letter.

### **If you plan to email your application to the Temporary Residents Program:**

the file format must be PDF.

the application form and all other documents must be as one PDF file attachment.

the file size must be under 20MB.

Submit your completed application form and all documents by email or post:

Email:

tempvisa@det.nsw.edu.au

or

Post:

Temporary Residents Program

Locked Bag 7004

Wollongong NSW 2520

**OFFICE USE ONLY**

Application number

**Section A: Details of student applying to enrol in a New South Wales Government School**

Family name


First given name

Second given name

Preferred first name

Date of birth / /



Gender Male Female Non-binary

Passport/ImmiCard number  Attach a copy of the passport page or the ImmiCard.

Country of issue

Country of birth

Language spoken

Visa subclass  Attach evidence of the current visa.  
 If current visa is a bridging visa (010-070), attach evidence of the previous visa and evidence of the new visa application.

Visa grant date / /

Visa expiry date / /

Date of arrival in Australia / / Use date of birth if born in Australia.

**Details of previous school**

Provide details of the school where the student has previously been enrolled (NSW, interstate or overseas)

Name of school last attended

Location of school last attended

Suburb/State/Country

Dates of attendance / / to / /

**Details of brothers or sisters enrolled in a NSW government school**

Child 1 name Date of birth / /

Child 2 name Date of birth / /

Child 3 name Date of birth / /

**Father or Guardian living with student**

Title (For example, Mr/Mrs/Ms/Miss/Dr/Prof/Other)

Family name

First given name

Date of birth / /

Relationship to student

Passport number



Country of issue

Visa subclass

Are you the primary visa applicant? Yes No

Will you be living in Australia? Yes No

Are you a single parent/guardian? Yes No

Are you holding or applying for a 500 student visa? Yes No  if yes, attach a copy of your Confirmation of Enrolment (CoE).Are you receiving a scholarship to study in Australia? Yes No  if yes, attach a copy of the scholarship letter from your provider.**Mother or Guardian living with student**

Title (For example, Mr/Mrs/Ms/Miss/Dr/Prof/Other)

Family name

First given name

Date of birth / /

Relationship to student

Passport number



Country of issue

Visa subclass

Are you the primary visa applicant? Yes No

Will you be living in Australia? Yes No

Are you a single parent/guardian? Yes No

Are you holding or applying for a 500 student visa? Yes No  if yes, attach a copy of your Confirmation of Enrolment (CoE).Are you receiving a scholarship to study in Australia? Yes No  if yes, attach a copy of the scholarship letter from your provider.**Contact details for correspondence in Australia**

Residential address

Unit/house number and street name Suburb State Postcode

Father/Guardian mobile number

Mother/Guardian mobile number

Email address

## Declaration by Parents/Guardians

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

I declare 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 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 the NSW Department of Education 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.

I understand the NSW Department of Education obtains visa information from the Department of Home Affairs using the Visa Entitlement Verification Online system (VEVO). I give consent to the NSW Department of Education to use the Visa Entitlement Verification Online system to obtain visa information for myself, and the temporary resident named on this application form.

Privacy Notice: In dealing with this application it may be necessary for the Department of Education, to access documents held by the Australian Department of Home Affairs, 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

Name

Signature

Date

/

/

### Mother/Guardian

Name

Signature

Date

/

/

### Administration fee and education fee:

There may be an administration fee and education fee to enrol your child in a NSW government school. The Temporary Resident Program administration fee and education fee is calculated using the visa subclass held by your child. The education fee may be paid half-yearly in advance (representing 20 school weeks). The education fee is charged on a whole week basis. If for any reason a student only attends school for a part week, the whole week rate is charged.

For more information about which visa subclass is subject to a fee, and the current fee structure, please visit:  
<https://www.deinternational.nsw.edu.au/study-options/study-programs/temporary-residents>

### What happens next:

1. If your child is onshore (in Australia), make an appointment to visit your local NSW government school. During the meeting, the principal of the school may complete Section B of this application form (page 6).
2. Complete the checklist on page 2 of this document. Make sure you answer all questions required and provide all documents you were asked to provide. If your application is incomplete, it will delay your child's enrolment into a NSW government school.
3. Submit your application to the Temporary Residents Program by email or post.
4. Email applications must be a PDF file format, be as one PDF file attachment, and the file size must be under 20MB. If you submit the application by email, you will receive an email response acknowledging receipt of application.
5. We aim to assess your application in five working days. Your application may take longer to assess if we experience a high volume of new applications at the start of a new school term. Calling or emailing our office will not speed up the application.
6. If your child holds a visa subclass liable for the Temporary Resident Program administration fee and education fee, an invoice will be sent to you for payment. The invoice must be paid in full for the application process to be finalised.
7. Onshore applicants - when the application is complete and processed, an Authority to Enrol is sent to the school. The Authority to Enrol provides the NSW government school with your child's enrolment start date. Your child is not permitted to enrol in any NSW government school for any period unless an Authority to Enrol has been issued to the school by the Temporary Residents Program.
8. Offshore applicants - when the application is complete and processed, a Confirmation of Placement will be sent to you. You may use the Confirmation of Placement to apply to the Department of Home Affairs for your child's dependant student visa. We also send you instructions on how to start your child in school when your child arrives in New South Wales.

**Section B: To be completed by the school principal of the New South Wales Government School****Details of school to receive the Authority to Enrol**

School name

School code

Contact person

Telephone

**Details of the student enrolment**Name Date of birth     /     /

Preferred start date     /     /

End date     /     / Leave blank if this is not applicable.  
Only use for example, if the student will return overseas on a known date.

Into which year are you seeking to enrol this student? (mark only one box)

K   1   2   3   4   5   6   7   8   9   10   11   12

Is this an Early Intervention enrolment?     Yes     No

I have sighted the original passport and visa documentation     Yes     No

Does the student have a disability?     Yes     No

Does the student require EAL/D education?     Yes     No

Principal signature

Date     /     /

Principal name

**Information for school staff:**

- NSW government school staff complete Section B of this application form.
- Return the completed application form to the parent, or if you are assisting the parent by submitting the application form, refer to the checklist on page 2.
- The temporary resident cannot commence enrolment until an Authority to Enrol document is issued to your school.
- The temporary resident is not eligible to enrol in Opportunity Classes in primary schools.
- The temporary resident is not eligible to enrol in Selective High Schools, Agricultural High Schools, or the selective component of Comprehensive High Schools.
- If you have questions regarding this document, please contact the Temporary Residents Program by telephone on 1300 300 229 (then select option 1).