

# TEMPORARY RESIDENTS PROGRAM

## Fact sheet – Application process for visitor visas

New South Wales government schools offer a world-class standard of education from the largest education provider in Australia.

Visitors to New South Wales who want their child to attend a government school while they are in Australia may apply to enrol their child if:

1. the application meets specific conditions of enrolment, and
2. the school principal agrees to the enrolment.

### Step 1:

#### Check you meet the specific conditions of enrolment

##### Conditions of enrolment for a child on a visitor visa

- The parent and child must not be part of an advertised tour program, or have an agency or tour operator arrange or assist with the enrolment application.
- The Temporary Residents Program is not for students who enrol in New South Wales government schools on an advertised tour. These students apply through the [Study Tours Program](#).
- The Temporary Residents Program is not for students who enrol in New South Wales government schools on an international student visa. These students apply through the [International Student Program](#).
- A child on a visitor visa must be living with their parent or living with a direct relative. Refer to the section *Living arrangements for a child on a visitor visa*.
- Visitor visa holders are not eligible to enrol in selective high schools including agricultural high schools, the selective component of comprehensive high schools and Opportunity Classes (OC) in primary schools.
- Visitor visa holders are not eligible to enrol in an Intensive English Centre or the Intensive English High School to receive on arrival intensive English as an Additional Language/Dialect (EAL/D) support.
- Visitor visa holders must pay the applicable fees and are not eligible to apply for a fee exemption.
- Visitor visa holders are not eligible to apply for a refund of the Temporary Residents Program administration fee or education fee.
- The enrolment period for a visitor visa holder must not exceed 13 school weeks under Department of Home Affairs visa condition 8201.

### Step 2:

#### When to apply

The application process for visitor visa holders (subclasses 600, 601, 602, 651, 944) can only begin when the child arrives in Australia.

### Step 3:

#### Find your local school and make an appointment

To find your local New South Wales government school visit <https://education.nsw.gov.au/school-finder>. The school finder gives your local school based on your selections. The enrolment of a child holding a visitor visa is subject to the agreement of the school principal. When you find your local school, telephone the school and ask if the principal will agree to a visitor visa enrolment. If the officer indicates the principal may agree, make an appointment for a meeting. If the principal declines the enrolment, you may decide to contact another school.

**Step 4:****What to bring to the meeting**

On the day of the meeting, bring a copy of the Temporary Residents Program *Application form for an Authority to Enrol*, the original passport for all members of your family and the visa for all members of your family. The school may also ask you to bring evidence of your residential address and evidence of your child's immunisation status.

**Step 5:****Complete the *Application form for an Authority to Enrol***

Complete the relevant sections of the Temporary Residents Program *Application form for an Authority to Enrol*. Complete a separate application for each child applying to enrol in school. If the principal agrees to the enrolment they will complete *Section B* of the Temporary Residents Program *Application form for an Authority to Enrol*.

**Step 6:****Check the application**

Look at the checklist on page 2 of the Temporary Residents Program *Application form for an Authority to Enrol*. The checklist will help you to provide all documents required for the application. Incomplete applications submitted to the Temporary Residents Program may result in delays to the application for enrolment.

**Step 7:****Apply for enrolment**

Send the completed application form, a certified copy of your child's passport, a certified copy of your child's visa and payment of the Temporary Residents Program administration fee and education fee to the Temporary Residents Program.

If the parent is not living in New South Wales with the child, and the child is living with a direct relative, there will be additional requirements and documentation. Refer to the section *Living arrangements for a child on a visitor visa*.

**Step 8:****Processing times**

The Temporary Residents Program aims to process new applications in five working days.

Your application will take longer to process if:

- you do not complete the application correctly
- you do not include all the documents we request from you in the checklist
- we experience a high volume of new applications at the start of a new school term.

When the application is complete and processed, an *Authority to Enrol* is sent to the school. The *Authority to Enrol* provides the New South Wales government school with your child's enrolment start date. Your child is not permitted to enrol in any New South Wales government school for any period unless an *Authority to Enrol* has been issued to the school by the Temporary Residents Program.

### Living arrangements for a child on a visitor visa

The New South Wales Department of Education requires all school aged students who are under 18 years of age, and who hold a visitor or temporary resident visa, to live with their parent during any period of enrolment in a New South Wales government school.

In the extenuating circumstance where the child is not residing with the parent, the parent must nominate a relative/carer, who must be:

- a direct relative of the child (brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece or nephew, step-grandparent, step-aunt, step-uncle, step-niece or step-nephew).
- over 21 years of age and of good character.
- able to provide appropriate care and supervision of the child.

Where the child is not living with their parent, send a completed *Relative/carer nomination form* to the Temporary Residents Program. The *Relative/carer nomination form* is located at the end of this fact sheet.

Where the nominated relative/carer is a resident of Australia, they must supply a copy of their Working With Children Check to the Temporary Residents Program. To apply for a Working With Children Check visit <https://www.service.nsw.gov.au/transaction/apply-working-children-check>.

Where the nominated relative/carer is not a resident of Australia, they must supply a copy of their passport and visa to the Temporary Residents Program.

### Visitor visa fees

In New South Wales most visitor visa holders pay the temporary resident administration fee and education fee to enrol in a government school. Refer to the [Visa subclasses & enrolment conditions](#) and the [Education fee](#) fact sheet.

A visitor visa student is restricted to a maximum of 3 months study (13 school weeks) for the duration of their visa (Department of Home Affairs visa condition 8201). 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.

### Administration fee

In 2019, a non-refundable administration fee of \$110 is payable on initial enrolment for each fee liable student. In 2020/2021, a non-refundable administration fee of \$120 is payable on initial enrolment for each fee liable student.

### Education fee

Refer to Table 1 for the 2019 and 2020/2021 education fee for a visitor visa student. All fees are in Australian dollars and are non-refundable.

**Table 1**

School year	2019 education fee for one week	2020 & 2021 education fee for one week
Primary school (years KG-6)	\$300	\$335
Junior high school (years 7-10)	\$345	\$370
Senior high school (years 11-12)	\$380	\$415

### Checklist for visitor visa applications

You must send the following items to the Temporary Residents Program:

- a complete Temporary Residents Program *Application form for an Authority to Enrol*
- payment of the Temporary Residents Program administration fee and education fee
- a certified copy of your child's passport
- a certified copy of your child's visa
- where the child is not living with their parent, a complete *Relative/carer nomination form*
- where the nominated relative/carer is a resident of Australia, a copy of their Working With Children Check
- where the nominated relative/carer is not a resident of Australia, a copy of their passport and visa.

### Need more information

To find out more about the Temporary Residents Program, please visit [deinternational.nsw.edu.au/trp](https://deinternational.nsw.edu.au/trp) or call our Customer Service Team on 1300 300 229 (then option 1). To find out more about going to a New South Wales government school, please visit [education.nsw.gov.au/going-to-a-public-school](https://education.nsw.gov.au/going-to-a-public-school).

# TEMPORARY RESIDENTS PROGRAM

## Relative/carer nomination form

The New South Wales Department of Education requires all school aged students who are less than 18 years of age and who hold a subordinate visitor or temporary resident visa based on a parent's principal visa and who are seeking enrolment in a NSW government school, must reside with the parent during any period of enrolment, except in the most extenuating circumstances acknowledged by the NSW Department of Education.

In cases where the Department has acknowledged the most extenuating circumstances, or for those prospective students who are under 18 years of age and hold a principal visitor visa, a parent must nominate a carer who is a relative and over 21 years of age as proscribed by the Department of Home Affairs, and of good character, and able to provide appropriate care and supervision of the student. The relative/carer may be a brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece or nephew, step-grandparent, step-aunt, step-uncle, step-niece or step-nephew.

Where the nominated relative/carer is a resident of Australia, they must supply a copy of their Working With Children Check to the Temporary Residents Program. Where the nominated relative/carer is not a resident of Australia, they must supply a copy of their passport and visa to the Temporary Residents Program.

### Conditions if a child is living with a relative who will be the carer

The relative/carer must accept the following conditions:

- Maintain regular contact with the student and liaise with the school and parent.
- Ensure the student attends the school regularly and punctually.
- Notify the school and the Temporary Residents Program in writing of any change of residential address or change of visa status within seven days.
- Contact the parent and the school in the case of accident, serious illness or medical emergency.
- Assist the student to seek any necessary medical attention and ensure a medical certificate is obtained in the case of absence.
- Inform the parent promptly in the event of any problems, discuss solutions with parent and act promptly on their advice.
- Write to, or telephone the school to ask for leave for the student for medical or any other appointment, specifying the dates and times of absence.
- Liaise with the school concerning behaviour, conduct or any issues that may affect the student's progress.
- Attend school meetings such as parent/teacher interviews, subject selection meetings and other school meetings deemed necessary by the school principal on behalf of the parent.
- Assist the student to understand school policies and visa requirements and abide by them.

**The parent and relative/carer must sign the *Relative/carer nomination form*.**

**The parent and relative/carer must retain a copy of this document for their records.**

## Relative/carer nomination form

Please print details in English and return to the Temporary Residents Program.

### Parent declaration

I \_\_\_\_\_ am the mother / father (circle one)  
full name of parent

of \_\_\_\_\_ with date of birth \_\_\_\_\_  
full name of child dd/mm/yyyy

appoint \_\_\_\_\_ as carer of my child,  
full name of relative/carer

whose relationship with my child is a brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece or nephew, step-grandparent, step-aunt, step-uncle, step-niece, step-nephew (circle one)

Parent address: \_\_\_\_\_

Parent telephone: \_\_\_\_\_

Parent email: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date of declaration: \_\_\_\_\_  
dd/mm/yyyy

### Relative/carer declaration

I \_\_\_\_\_ as \_\_\_\_\_  
full name of relative/carer relationship to child

agree to act as carer for \_\_\_\_\_  
full name of child

Carer date of birth: \_\_\_\_\_ Carer age: \_\_\_\_\_  
dd/mm/yyyy years

Residency status: \_\_\_\_\_  
temporary resident / permanent resident / Australian citizen

Arrived in Australia: \_\_\_\_\_ (if carer was born in Australia, use carer's date of birth)  
dd/mm/yyyy

Carer address: \_\_\_\_\_

Carer telephone: \_\_\_\_\_

Carer email: \_\_\_\_\_

I accept all responsibility as the relative/carer and agree to fulfil all required conditions.

Carer signature: \_\_\_\_\_

Date of declaration: \_\_\_\_\_  
dd/mm/yyyy

**If the carer is a resident of Australia, supply a copy of their Working With Children Check.  
 If the carer is not a resident of Australia, supply a copy of their passport and visa.**