

School Enrolment Cap Variation Form

International Student Program in Victorian Government Schools

Accredited schools seeking to vary their international student enrolment cap complete this form and forwarded it to the International Education Division.

Department of Education and Training
International Education Division
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How to Complete this Form

The International Student Program in Victorian government schools requires accredited schools that enrol international students to nominate an enrolment cap.

The cap is the maximum number of international students that the school can enrol across all year levels.

Please complete this form to change your enrolment cap.

Once complete, please email this form to the International Education Division at international@edumail.vic.gov.au

Section A - School Details

School name:

School Principal Name:

School Principal Telephone:

School Principal Email:

International Student Coordinator (ISC) Name:

ISC Telephone:

ISC Email:

Section B - Enrolment Capacity Information

Please specify the new maximum number of international student enrolment places that the school can accommodate (at all year levels): _____

School Council President:

I confirm that the school council agrees to enrol international students within the maximum enrolment numbers specified. I also confirm that the school council approves the established policy on the enrolment of international students and the provision of homestay accommodation policies.

Name: _____ Signature: _____ Date: _____

Section C - School Principal's Attestation

I confirm that the school can enrol international students up to to the enrolment cap specified in Section B (above) without denying a qualified local student placement at the school, and acknowledge that exceeding the cap may lead to temporary suspension of the school's accreditation

Name: _____ Signature: _____ Date: _____

Section D - Regional Office Confirmation

Regional Office Representative's Comments:

The following maximum enrolment for (Name of school) _____ has been agreed.

Maximum Enrolment: _____

In endorsing the requested international student enrolment cap, the Regional Office confirms that the school has the capacity to enrol the specified maximum number of international students without denying enrolment to local students in the area, in compliance with the Department's Student Enrolment Policy.

Additional Comments:

Name: _____ Position*: _____

Signature: _____ Date: _____

** Note: Regional Office endorsement can only be provided by the Regional Director, Education Area Executive Director or Senior Education Improvement Leader.*

INTERNATIONAL EDUCATION DIVISION OFFICE USE ONLY

Enrolment cap variation noted:

Executive Support Officer Signature: _____ Date: _____