

OVERSEAS STUDENT ENROLEMENT

POLICY AND PROCEDURES

Fintona Girls' School enrolls overseas students into the Senior School (Year 9 – 12). Students are accepted at the beginning, and change, of semester in Year 9 and 10. Students are also enrolled at the beginning of Year 11. Enrolments are considered at other points of Year 11 and Year 12 in extraordinary circumstances.

At the Principal's discretion, the School may enrol students who are 13 years or over but not yet in Year 9.

Fintona Girls' School does not enrol students that would be under 13 years of age at the time of their commencement at Fintona.

Overseas students applying for enrolment must hold a valid and current Australian visa covering the commencement date at Fintona and for the duration of their enrolment at the School. Please refer to www.australia.gov.au for more information. If a valid visa is not held, Fintona reserves the right to withdraw or not offer a position at the School.

As a minimum requirement for entry to Fintona, students need to complete an English language assessment as part of the application process. Fintona prefers the AEAS test which assesses proficiency in English and recommends the length of intensive English program required, prior to commencement at Fintona. We are happy to recommend suitable language schools for intensive English classes. Above average scores of stanine 7–9 on the AEAS test are preferred for enrolment at Fintona Girls' School.

1. Complete and Submit an Application

Please complete and submit the Application for Admission or apply online via this link:
<https://fintona.vic.edu.au/apply-online>

Along with the application the following documents are required:

- Copy of student's birth certificate or passport
- English Language assessment (AEAS test)
- Information regarding any English language course that the student has completed
- Copy of the student's most recent school reports
- Any other documentation to assist and support the application for enrolment

Please note, an application is a prerequisite to admission but not a guarantee of enrolment

A non-refundable and non-transferable enrolment fee of \$AUD150* per student is payable.

2. Processing an Application

Applications are accepted for entry in Years 9 to 11 with enrolment at Year 12 considered. All applications are made directly to the School. Fintona Girls' School does not work with agents.

After applications are processed, and if there is a place available, the applications for entry into Years 9 and 10 will be passed to the Deputy Principal along with the latest school reports and language

proficiency test and be considered for entry. If successful, the student will be invited to have a pre-enrolment interview with the Principal/Deputy Principal.

This process is normally completed within two weeks but can take longer depending on the number of applications received and places available.

3. Place Offered

Offers are made after the interview at the Principal's/Deputy Principal's discretion. Where a student has had a successful interview, the parent will be notified and a letter offering a place will be sent.

Along with a letter of offer the parent/legal guardian will receive an Overseas Student Enrolment Pack with information and documentation to be completed and returned to the Registrar. Information contained in this pack includes:

- Overseas Student Agreement
- Overseas Student Enrolment Policy and Procedures (this document)
- Overseas Student Handbook
- Terms and Conditions – Full Fee paying Overseas Students

Other policies parents/legal guardians are requested to read and sign off on as part of enrolment and the Overseas Student Agreement include:

- Overseas Student Attendance Policy
- Overseas Student Complaints and Appeals Policy
- Overseas Student Transfer Policy
- Overseas Student Deferment, Suspension and Cancellation Policy
- Overseas Student Course Progress Policy and Procedure

Fintona Girls' School prefers that students live with and are supported by their parents. However, those parents of students who hold visas (CAAW Letter) enabling them to live with Home Stay Hosts should also ensure they are aware of and agree to the following policy and procedure regarding Home Stay at Fintona:

- Overseas Student Home Stay Policy
- Overseas Student Support Person Responsibilities and Agreement
- It is important that the Terms and Conditions relating to Overseas Students and Fintona's student welfare requirements are read thoroughly and given consideration, prior to accepting the School's offer.
- Parents and Legal Guardians will be notified of unsuccessful applications
- Offers are subject to the completion of a recommended intensive language course as well as satisfactory progress
- An application is a prerequisite to admission but not a guaranteed enrolment

4. Acceptance of Place

- Once an offer has been received, parents should return the signed Acceptance of Place Fee form as confirmation of their acceptance
- At this time parents/legal guardians are required to pay the non-refundable Family Enrolment Fee of \$AUD1,000; half of the year's fees (two terms); Camps and Excursion Levy (one year); ICT Levy (one year); and pay for Overseas Student Health Cover (for their duration of study at Fintona). Those

who have already taken out Overseas Student Health Cover will need to supply evidence of their provider and policy at this time

- All signed paperwork contained in the Overseas Student Pack should be returned at this time
- When the signed documentation has been returned and the fee payment has been made, the parent will be issued with a Confirmation of Enrolment (CoE) and a Confirmation of Appropriate Accommodation/Welfare Arrangements (CAAW) (if required). This documentation will allow the applicant to apply for a student visa.

The Registrar will then supply the student with subject selection information and make an appointment to choose their subjects with the Head of Learning, Teaching and Development.

Students will also receive a Uniform Handbook and either a Middle School or Senior School Handbook.

Further appointments will be made to join other new students in new student orientation sessions scheduled for November and January prior to the new school year. Students who enter at different times during the school year will have a modified induction program.

It is important that you advise the Registrar of any change in your contact details so that we have up-to-date information.

The Registrar can be contacted via Fintona Girls' School Reception on +613 9830 1388 or fgs@fintona.vic.edu.au