

## OVERSEAS STUDENT ENROLMENT

### POLICY AND PROCEDURES

Fintona Girls' School enrolls overseas students primarily into the Senior School (Years 9 – 12). Students are accepted at the beginning, and change, of semester in Year 9 and 10. Students who are enrolled for Year 11 are to commence at the beginning of the year. The School rarely accepts an application for entry into Year 12.

The School does not have a boarding or homestay program and must reside with family for the duration of their enrolment.

From time to time and at the Principal's discretion, the School may also enrol students who fall outside of these year levels, however this applies to a very limited number of enrolments.

#### Visa Status

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](http://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.

#### Vaccines and certification

Students, and their accompanying parents or guardians (if applicable), must be fully vaccinated with a COVID-19 vaccine approved or recognised by the TGA to be eligible for travel to Australia.

Fully vaccinated students, and their accompanying parents or guardians (if applicable), must also provide evidence of COVID-19 vaccination. Students and parents or guardians are responsible for ensuring that vaccination evidence meets all Commonwealth Government and airline requirements in order to board the flight and travel to Melbourne, Victoria. For these requirements, see:

- [Guidance on foreign vaccination certificates – Australian Passport Office](#)
- [International COVID-19 Vaccination Certificate as proof - Services Australia.](#)

#### Pre-departure PCR testing

Currently, all travellers to Australia, including those who have been vaccinated, must provide evidence of a negative pre-departure polymerase chain reaction (PCR) test within 3 days before their flight's scheduled departure.

#### Quarantine

Students, and their parents or guardians (if applicable), do not need to undertake hotel quarantine if they are fully vaccinated with a TGA approved or registered vaccine. However, students, and their parents or guardians if applicable, who test positive upon arrival in Australia may be required to undertake, and potentially pay for, 14-days hotel quarantine, see: [Information for overseas travellers](#)

#### Ongoing COVID-19 restrictions

Overseas government COVID-19 responses and restrictions may change at any time and without notice which may prevent students and their parents or guardians (if applicable) from either departing their home country or returning to Victoria as planned

Australian or Victorian Government measures to protect the community against COVID-19 may also change without notice and impact student and parent or guardian travel plans. Students and their parents or guardians are responsible for complying with all travel restrictions and requirements, including getting tested

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and complying with quarantine requirements in the Australian state or territory of their arrival. Restrictions may change at short notice. For this reason, **students must book flights directly departing from and arriving in Melbourne.**

For more information see the Commonwealth Department of Education, Skills & Employment (DESE) Fact Sheet at: [www.dese.gov.au/international-education/resources/factsheet-reopening-international-travel-students](http://www.dese.gov.au/international-education/resources/factsheet-reopening-international-travel-students) or contact VRQA's International Education Unit at [vrqa.international@education.vic.gov.au](mailto:vrqa.international@education.vic.gov.au).

Minimum requirement for entry

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 to 11 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)
- 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. The school does not consider applications from students who require Homestay or Boarding. 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 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.

Families will also receive access to the Future Parent Dashboard. The content tiles connect you to useful information about, Booklists, Uniform, Parent Handbook, Curriculum Handbooks, COVID-19 information, Parent Code of Conduct, and the News Bulletin.

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](mailto:fgs@fintona.vic.edu.au)

## **5. Confirmation of Enrolment (COE)**

On confirmation of enrolment your child's data is entered into PRISMS (Provider Registration and International Student Management System) portal.

Should there be any changes to your child's enrolment status the School will update your child's data on PRISMS.