

OVERSEAS STUDENT POLICY

1. Introduction

Fintona Girls' School (**the School**) is committed to meeting Standard 5 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and the Victorian Registration & Qualifications Authority Guidelines for the Enrolment of Overseas Students Aged Under 18 (**VRQA Guidelines**) to ensure that appropriate welfare and accommodation arrangements are in place for our overseas students under the age of 18.

The School will ensure that:

- its arrangements, facilities and operations for any mixed-age overseas student cohorts are designed to meet the needs of students of different ages, maturing and levels of English language proficiency;
- overseas students have access to services, learning opportunities, facilities and equipment that address their English language learning needs; and
- course materials and tutoring are tailored to meet overseas student learning requirements, taking into account their differing levels of age and maturity.

2. Purpose

The purpose of this Policy is to outline the School's policy on overseas students under the age of 18 to ensure that the School's operations are appropriate for the age, maturity and English Language proficiency of the overseas student and that compliance with Commonwealth and state legislation and regulatory requirements relating to child welfare, child protection and student duty of care has been met.

3. Scope

This Policy applies to all employees, volunteers, Board members, contractors, overseas students, parents, legal guardians, home stay hosts, support persons and eligible relatives of the School.

4. Definitions

CAAW - means Confirmation of Appropriate Accommodation and Welfare.

Department - means the Department of Home Affairs.

VRQA - means Victorian Registration and Qualifications Authority.

Overseas student - means a person (whether within or outside Australia) who holds a student visa as defined by the *Education Services for Overseas Students Act 2000* (Cth) (**ESOS Act**). Where the student is under 18 years of age and the student is required to exercise rights or enter obligations as a legal person, this term may refer to the student's parents or legal guardian.

5. Age and Culturally Appropriate Information

All overseas students will be provided age and culturally appropriate information on:

- who to contact in emergency situations, including contact numbers of a nominated staff member and/or service provider to the School;

- seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse.

6. Accommodation, Support and General Welfare Arrangements

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.

7. Breaches of this Code

Any breach of this Policy may result in disciplinary action, including up to termination of enrolment, engagement or employment with the School.

8. Monitoring and review

A review of this Policy shall be conducted every two years.

9. Related Documents

Overseas Student Enrolment Policy and Procedures

Overseas Student Deferment, Suspension and Cancellation Policy

Overseas Student Transfer Policy

Overseas Student Marketing and Communications Policy

Overseas Course Progress Policy and Procedures

Overseas Student English Proficiency Policy

Overseas Student Complaints and Appeals Policy