

OVERSEAS STUDENT ENROLMENT POLICY AND PROCEDURES

1. INTRODUCTION

Fintona Girls' School (the School) is a registered provider on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Provider No. 00139C offering Primary Years Prep - Year 6 Girls only course (CRICOS Course Code 016256M) and Secondary Years 7 – 12 Girls only course (CRICOS Course Code 005313J) and is required to adhere to the *Education Services for Overseas Student Act 2000* (ESOS Act) and National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code).

The School offers a course of education at a level that, under section 15 of the *Australian Education Act 2013*, constitutes primary education or secondary education in Australia. The curriculum for Prep to Year 10 is based on the Foundation to Year 10 Australian Curriculum priorities and standards (or equivalent if superseded) and for Years 11 and 12 based on the Victorian Certificate of Education (VCE) (or equivalent if superseded).

2. PURPOSE

The purpose of this policy is to set out the requirements for enquiries, applications and offers for enrolment of an overseas student at the School.

3. SCOPE

This policy applies to all current and future overseas students at the School and their parents and/or legal guardians.

An overseas student is a girl who is not an Australian citizen, a permanent resident or a refugee and has or will be granted a Student Visa to study in Australia.

4. POLICY

The School enrolls overseas students primarily in 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.

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.

To be considered for enrolment at the School an overseas student must complete, as a minimum requirement, an English language assessment as part of the application process. Prospective overseas students are required to complete and submit their results from an Australian Education Assessment Services (AEAS) English proficiency test. Above average scores on the AEAS English Proficiency Test are preferred for enrolment in order to best support a student's successful participation in the School's educational program. Refer to the School's Overseas Student English Proficiency Policy for more information.

The School does not have a boarding or homestay program and overseas students must reside with their parents or approved family member when in Australia. Approved family means a 'nominated

guardian' as approved by the Department of Home Affairs, who must be the overseas student's parent, person who has legal custody, or an eligible relative who is aged over 21 and is of good character, for the duration of their enrolment.

5. HOW TO APPLY

5.1 Complete and Submit an Application

Please complete and submit the Application for Admission or apply online via this link:

<https://www.fintona.vic.edu.au/enrolment/overseas-students/>

Along with the application the following documents are required:

- copy of the student's birth certificate or passport;
- results of AEAS English Proficiency Test assessment test and testing date;
- information regarding any other English language course that the student has completed;
- copy of the student's most recent school reports (English translation required); and
- any other documentation to assist and support the application for enrolment.

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.

5.2 Processing an Application

Applications are accepted for girls' entry in Years 9 to 11 with enrolment at Year 12 and other year levels considered at the discretion of the Principal. All applications are made directly to the School as Fintona Girls' School does not work with agents.

After applications are processed and if a place is available, the applications for entry into Years 9 to 11 will be passed to the Deputy Principal along with the latest school reports and English language proficiency test, to be considered for entry. If successful the student will be invited to have a pre-enrolment interview with the Principal or Deputy Principal.

Applications for entry into Years 5 to 8 will be as above but supported by the Head of Middle School, and for entry into Prep through to Year 4, supported by the Head of Junior Campus.

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

An interview is a prerequisite to admission but not a guarantee of enrolment.

5.3 Place Offered

Offers are made after the interview at the Principal's, Deputy Principal's or Heads of School'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 or 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 Written Agreement

- Business Terms and Conditions
- International Fees and Charge Schedule
- Overseas Student Handbook

As a condition of enrolment the student and parents or legal guardians agree to abide by all school policies for the duration of their enrolment. The following school policies and procedures are made available in the Overseas Student Enrolment Pack and via the School website Overseas Student page:

- Overseas Student Enrolment Policy and Procedures
- Overseas Student Welfare and Support Policy
- Overseas Student English Proficiency Policy
- Overseas Student Complaints and Appeals Policy
- Overseas Student Transfer Policy
- Overseas Student Deferment, Suspension and Cancellation Policy
- Overseas Student Attendance Policy
- Overseas Student Course Progress Policy and Procedure
- Overseas Students Fees and Refunds Policy (contained within the Overseas Student Agreement)
- Parent Code of Conduct

The School requires that students live with and are supported by their parents or an approved family member. The School does not consider applications from students who require separate student accommodation, homestay or boarding. It is important that the Terms and Conditions relating to overseas students and the School's student welfare requirements are read thoroughly and given consideration, prior to accepting the School's offer. Refer to these School Policies on the website under About > Policies:

- Child Safety and Wellbeing Policy
- Parent Code of Conduct
- Responsible Digital Citizenship Policy and Protocols
- Student Code of Conduct and Behaviour Management Procedures
- Student Anti Bullying Policy

The student's parents and/or legal guardian will be notified of unsuccessful applications.

5.4 Pre - Enrolment Information and Advice

The ESOS Act and National Code regulations require that prior to accepting an application for enrolment that the student and parents or legal guardian has access to pre-enrolment information in plain English and that it is current and comprehensive.

The School chooses to make the following information available via the School website Overseas Students page at <https://www.fintona.vic.edu.au/enrolment/overseas-students/> and in the Overseas Student Enrolment Pack which also includes copies of the School's Overseas Student Policies and Procedures:

- requirements for an overseas student's acceptance into a course as stated below (refer to the School website Overseas Students page section 'Student Requirements')
 - **English Language Proficiency.** Fintona requires that overseas students who attend the School have attained a suitable level of English proficiency prior to enrolment. Overseas students undertake an AEAS English language proficiency test for suitability of English level. Refer to the School Overseas Student English Proficiency Policy for more information.

- **Living Arrangements.** Students must live with their parents or an approved family member. Fintona does not accept applications from students who require homestay. Approved family member means a 'nominated guardian' as approved by the Department of Home Affairs, who must be the overseas student's parent, person who has legal custody, or an eligible relative who is aged over 21 and is of good character, for the duration of their enrolment.
- **Length of Study.** Overseas students must remain at school until the end of each school term.
- the course CRICOS code, course content and modes of study for the course including compulsory online and/or if any work-based training, placements, other community-based learning and assessment methods (refer to section 1 above, the Overseas Student Handbook in section 4 and on the School website at: <https://www.fintona.vic.edu.au/our-school/> for specific year level course information);
- course duration and holiday breaks (refer to Term Dates on the School website at <https://www.fintona.vic.edu.au/community/term-dates/>);
- the qualification, award or other outcomes attainable at completion of the course of study is the Victorian Certificate of Education (VCE) (or equivalent if superseded);
- campus location facilities, equipment and learning resources available to students (refer to the School website at <https://www.fintona.vic.edu.au/about/grounds-facilities/> and Overseas Student Handbook);
- details of any arrangements with another provider, person or business who will provide the course or part of the course (refer to the Overseas Student Handbook);
- indicative tuition and non-tuition fees, the School's cancellation and refund policies (refer to the current International Student Fee Schedule and within the Overseas Student Written Agreement which contains information on fees and refund policies);
- the grounds on which the international student's enrolment may be deferred, suspended or cancelled (refer to the Overseas Student Deferral, Suspension and Cancellation of Enrolment Policy);
- the ESOS framework, including official Australian Government material or links to this material online (refer to <http://www.internationaleducation.gov.au> or click here for [Student Information Sheet](#));
- where relevant, the policy and process the School has in place for approving the support and general welfare arrangements for younger international students (refer to the Overseas Student Welfare and Support Policy); and
- accommodation options and indicative costs of living in Australia (refer to the Overseas Student Written Agreement).

5.5 Acceptance of Place

Once a letter of offer has been received, the parents or legal guardian should read all documents sent and review the overseas student policies and procedures as stated above (available on the School website) prior to acceptance.

To formally accept a place the following must be completed and returned to the Registrar:

- if the student is under 18 years of age both parents or legal guardian must sign and return the Overseas Student Written Agreement and all other signed paperwork contained in the Overseas Student Pack;
- payment of the following fees:
 - the non-refundable Enrolment fee;
 - half of a full year's Tuition fees (two term instalments);
 - the annual Camps and Excursion Levy;
 - half a full year's ICT Levy; 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.

When the signed documentation has been returned and the fee payment has been made, the parent or legal guardian will be issued with a Confirmation of Enrolment (CoE). This documentation will allow the student to apply for an Australian 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.

Further appointments will be made to join other new students in 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 the School has up-to-date information.

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

5.6 Confirmation of Student Visa Approval

As a final condition of enrolment, the student must be granted a Student Visa to study in Australia.

The student's parents or legal guardian must provide written confirmation to the School Registrar once the Student Visa has been granted by emailing a copy of the Visa Grant Notification along with the student's arrival date in Australia. By doing so the student's parents or legal guardian give the School permission to use these travel document details to check their Visa entitlements via the Australian Department of Home Affairs, Visa Entitlement Verification Online system (VEVO).

If a Student Visa is refused by the Australian government a refund of the prepaid Tuition fees, Camps and Excursion Levy and ICT Levy will be made as per the Schools Overseas Student Fees and Refunds Policy in the Overseas Student Agreement.

6. PRE-PAYMENT OF TUITION FEES

The ESOS Act and National Code state the School must not receive and will not request more than 50% of the overseas student's total Tuition fees for a course before the student has begun the course. However, the student's parent, legal guardian or whoever is responsible for paying those fees, may choose to pay more than 50% of the total tuition fees for a course before the student commences.

Payment of half a year's Tuition fees, or two term instalments, as required by this policy is not more than 50% of the total Tuition fees for the course.

7. RECORD KEEPING

The School must keep records of each overseas student who is enrolled with the School or who has paid money for a course provided by the School for at least two years after the person ceases to be enrolled.

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

These records will be held by the School Registrar and must include the following information relating to each accepted student:

- the student's current residential address;
- the student's mobile phone number (if any);
- the student's email address (if any); and
- welfare arrangements including contact details of parents/legal guardian or any adult responsible for the student's welfare.

Every six months the School Registrar will confirm in writing (via email) the above details with the student and parent or legal guardian, and any changes will be updated by the School Registrar in the student file and PRISMS accordingly. All personal information received by the School will be treated as per the School's Privacy Policy (available on the School website).

8. OTHER ENROLMENT INFORMATION

If an application is discontinued prior to acceptance a new application must be submitted for a student to be reconsidered for admission.

For procedures about deferment, suspension or cancellation of an overseas student's enrolment please refer to the Overseas Student Deferment, Suspension and Cancellation Policy on the School website.

9. IMPLICATIONS FOR PRACTICE

AT BOARD LEVEL

To properly implement this policy, the Board must ensure:

- that this policy is reviewed every two years; and
- complies with the legislated requirements.

AT PRINCIPAL LEVEL

To properly implement this policy, the Principal must ensure:

- that this policy is reviewed every two years; and
- the School Registrar implements this policy and its procedures.

AT OTHER LEVELS

To properly implement this policy, all the School's employees must ensure that they will abide by this policy and assist the School Registrar in the implementation of this policy.

10. RELATED SCHOOL POLICIES/DOCUMENTS

- E02.00 Overseas Student Enrolment Policy and Procedures
- E03.00 Overseas Student Welfare and Support Policy
- SL02.00 Overseas Student English Proficiency Policy
- SW11.00 Overseas Student Complaints and Appeals Policy
- E05.00 Overseas Student Transfer Policy
- E04.00 Overseas Student Deferment, Suspension and Cancellation Policy
- SW10.00 Overseas Student Attendance Policy

- SL01.00 Overseas Student Course Progress Policy and Procedure
- Overseas Students Fees and Refunds Policy (contained within E02.00 Overseas Student Agreement)
- SW04.00 Child Safety and Wellbeing Policy
- SG03.00 Parent Code of Conduct
- SW16.00 Responsible Digital Citizenship Policy and Protocols
- SW25.00 Student Code of Conduct and Behaviour Management Procedures
- SW24.00 Student Anti Bullying Policy
- SG02.00 Privacy Policy

11. REFERENCES

- [ESOS Act \(2000\)](#) – Obligations of registered providers
- ESOS National Code Standard 2: Recruitment of an overseas student; and
- ESOS National Code Standard 3: Written Agreements

12. ACCESSIBILITY

This document is available on:

- Fintona Board portal
- Fintona Website > Overseas Students
- inFintona>Staff Services>Policies
- inFintona>Parent Services>Policies