

# Policy and Procedure Manual

## Full Fee Paying Overseas Students Admissions Policy and Procedures

### 1. Rationale

The enrolment of Full Fee Paying Overseas Students in Australia is regulated by the Education Services for Overseas Students Act (2000). In the section in italics which follows, an explanation of the government's framework for the enrolment of students is provided.

#### ***The ESOS framework—providing quality education and protecting your rights***

*The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and include the Education Services for Overseas (ESOS) Act 2000 and the National Code.*

#### **Protection for overseas students**

*As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.dest.gov.au>. CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course – including its location – match the information on CRICOS.*

#### **Your Rights**

*The ESOS framework protects your rights, including:*

- *your right to receive, before enrolling, current and accurate information about the courses, fees modes of study and other information from your provider and your provider's agent. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.*
- *your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.*
- *your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.*
- *your right to know:*
  - *how to use your provider's student support services;*
  - *who the contact officer or officers are for overseas students;*
  - *if you can apply for course credit; when your enrolment can be deferred, suspended or cancelled;*
  - *what your provider's requirements are for satisfactory progress in the courses you study;*
  - *if attendance will be monitored for those courses;*
  - *what will happen if you want to change providers; and*
  - *how to use your provider's complaints and appeals process*

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### Your responsibilities

As an overseas student on a student visa, you have responsibilities to:

- satisfy your student visa conditions;
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay;
- meet the terms of the written agreement with your provider;
- inform your provider if you change your address;
- maintain satisfactory course progress;
- if attendance is recorded for your course, follow your provider's attendance policy; and
- if you are under 18, maintain your approved accommodation, support and general welfare arrangements

### Contact details

Who?	Why?	How?
Your provider	For policies and procedures that affect you	Speak with your provider. Go to your provider's website.
Department of Education and Training (DET)	For your ESOS rights and responsibilities	<a href="https://internationaleducation.gov.au/">https://internationaleducation.gov.au/</a> ESOS Helpline 1300 615 262
Department of Home Affairs (DoHA)	For visa matters	<a href="http://www.immi.gov.au">www.immi.gov.au</a> Phone 131 881 in Australia Contact the Department of Home Affairs office in your country.

## 2. Scope

All Full Fee Paying Overseas Students.

## 3. References

### Legislation

- The National Code of Practice for Providers of Education and Training Overseas Students 2018, Standard 2; Recruitment of an Overseas Student and Standard 3: Written Agreements
- The Education Services for Overseas Students Act 2000 (ESOS Act)

### Policies and Documents

- Accommodation and Welfare Policy for Full Fee Paying Overseas Students
- Course Progress and Attendance Policy for Full Fee Paying Overseas Students

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- Deferment, Suspension and Cancellation Policy for Full Fee Paying Overseas Students
- Transfer between Registered Providers Policy for Full Fee Paying Overseas Students
- International/Offshore Student Application Form
- International Homestay Parent Handbook
- International Homestay Student Guidelines

### 4. Definitions

<b>CAAW</b>	Confirmation of Appropriate Accommodation and Welfare – a document issued by St Leonard's College indicating the College accepts responsibility for the accommodation and welfare of the Full Fee Paying Overseas Student.
<b>CoE or eCoE</b>	Confirmation of enrolment – a document, provided electronically, which is issued by St Leonard's College to intending overseas students and which must accompany their application for a student visa. It confirms the student's eligibility to enrol at St Leonard's College.
<b>CRICOS</b>	The Commonwealth Register of Institutions and Courses for Overseas Students is the register prescribed under section 10 of the ESOS Act. The CRICOS number of St Leonard's College is 00343K.
<b>DESE</b>	Department of Education, Science and Employment (Commonwealth)
<b>DET</b>	Department of Education and Training (Victorian)
<b>DoHA</b>	Department of Home Affairs (Commonwealth), the government agency responsible for issuing visas.
<b>ELICOS</b>	English Language Intensive Courses for Overseas Students
<b>ESOS Act</b>	Education Services for Overseas Students Act 2000
<b>ESOS Regulations</b>	Education Services for Overseas Students Regulations 2000
<b>FFPOS</b>	A student studying in Australia on a 500 Visa
<b>The National Code</b>	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
<b>The College</b>	St Leonard's College
<b>PRISMS</b>	The Provider Registration and International Students Management System is the database system used to process information given to the Secretary of DESE by registered providers.

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**WWCC** Working With Children Check (WWCC) a national criminal history record check required by people who work with children and young people in certain categories of child related work in Victoria. This is required to protect children from harm.

### 5. Implementation

#### 5.1. Application and Enrolment Procedure

St Leonard's College welcomes students from overseas and provides a warm, caring environment that encourages educational and personal development of all students.

We aim to make the transition into the College as smooth as possible for our international students.

Prior to submitting an International/Offshore Student Application Form, students/parents are encouraged to study carefully the College's website ([www.stleonards.vic.edu.au](http://www.stleonards.vic.edu.au)) to collect information about courses and subjects offered, our campuses and their resources. These resources are available in 12 languages and can be accessed via the "International Students" tab or the national flags which appear in the top right hand corner or each page on the website.

Email or phone contact prior to submission of an application is also recommended. The Registrar's Office will be pleased to send information which provides an overview of the College and its programs and facilities.

The information which follows outlines the requirements for entry into St Leonard's College.

##### 5.1.1. Enrolment process

The enrolment process for FFPOS is in three steps.

- **Step 1**

Complete an *International/Offshore Student Application Form* (Attachment 1) which is available from the College website, from the College or from one of the College's authorised educational agents and return it to the Registrar's Office. Each application must include the following:

- non-refundable enrolment application fee of \$AU300
- copies of the student's most recent academic reports (with a certified English translation certificate/stamp).
- photocopy of passport or other proof of date of birth and identity such as a visa or certificate of citizenship.
- one passport sized photograph (original) taken within the last six months
- Copies of any additional education-related testing that has been undertaken; and
- For students from non-English speaking backgrounds seeking to enter year 5 or above, the results of an English language assessment from the Australian Education Assessment Service (AEAS). More information can be found at [www.aeas.com.au](http://www.aeas.com.au).

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AEAS has testing centres/associates in most countries. It is the responsibility of the student and the student's family to contact the testing service and enrol for the test. A test fee is payable by the applicant to the testing service.

Applications should be emailed to [enrolment@stleonards.vic.edu.au](mailto:enrolment@stleonards.vic.edu.au) or sent to:

The Registrar  
St Leonard's College  
163 South Road  
BRIGHTON EAST VIC 3187  
AUSTRALIA

- *Step 2*

When the College has received the required documentation, the application will be reviewed by the Registrar (or their delegate) and the relevant Head of School.

Following this, the applicant, their family and/or the appointed agent will be advised of the outcome of the application and whether the application will proceed to interview.

Students will then either be interviewed in person or via Skype/Teams/Webex/Zoom (or other suitable platform) at the earliest possible opportunity. Interviews are arranged for prospective students with the Head of that school of the College for which a student is applying [Junior School (Prep – Year 4), Year 5/6, Middle School (year 7 to year 9) or Senior School (years 10 to 12)].

Those students seeking entry to years 10 to 12 may also meet with the student Careers Counsellor to discuss the subjects that may be chosen by the students. All students are assessed prior to commencement in order to obtain additional information in relation to the student and to ensure correct academic placement.

Following this, the applicant, their family and/or the appointed agent will be advised of the outcome of the application.

Please note that any application for enrolment is subject to the availability of places; including homestay, the student's level of English, and St Leonard's College's capacity to provide an appropriate program, – it does not guarantee a place in the College.

- *Step 3*

If St Leonard's College is willing to offer a place to the student, a letter of offer, fulfilling the requirements of the ESOS Regulations, with particular reference to Standard 3 of the National Code, they will be issued and the following information and fees required from the parent/s prior to accepting the place:

- An Application Confirmation Fee of \$AU2400
- Payment of invoiced fees and charges
- Signed acceptance of the College's Terms of Business

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- Parent Information Form
- Proof of Identity
- A form completed by parents with details of guardian (where applicable)
- A form completed by guardian accepting responsibilities (where applicable)
- A completed and signed 'Acceptance of terms of business'
- Medical profile and other relevant documents from the College's annual Information Handbook

The time for which the offer applies will be included in the letter of offer. This time may be extended, on application by the parents, at the discretion of the College and will be subject to the ongoing availability of a place.

Although an enrolment application may be accepted for the level designated by the student, the College will assess the student on arrival in Melbourne (if coming from offshore), and reserves the right to vary the commencement level, should this be considered to be in the best educational interests of the student.

Once all relevant documents are received, the College will issue a CoE which is required to obtain a student visa from the Australian Embassy, and; if the College is assuming responsibility for the child's accommodation and welfare, a CAAW.

It is the student's and family's responsibility to apply for and renew visas. Further information regarding visa renewal can be found at <https://www.homeaffairs.gov.au>. All enquiries regarding visa applications should be addressed to the Department of Home Affairs (DoHA). Please note that St Leonard's College will not negotiate with overseas immigration departments on behalf of enrolled students under any circumstances – this is the responsibility of the student and his/her family.

It is a condition of a student visa that the student has Overseas Student Health Cover (OSHC) (for medical and hospital cover) for the duration of their stay in Australia. The College can arrange this on the student's behalf for the anticipated duration of their studies at the College including upto three weeks prior to their date of commencement and up to three months after their anticipated date of completion. OSHC will help pay for medical and hospital care that the student may need while studying in Australia and will contribute towards the cost of most prescription medicines (up to applicable limits) as well as necessary ambulance transport.

Prior to commencement, final details of homestay arrangements; if required, will be communicated to the family. Payment for homestay is currently set at \$350 per week; an amount which will be reviewed annually.

### 5.1.2. Visa Requirements

- Once parents have returned the a letter of offer, a CoE and; if required, a CAAW, either they, or their appointed agent are requested to apply for a visa through the Australian High Commission or Embassy in their home country.

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- It is the student's and their family's responsibility to apply for and renew visas. For further information, visit the DoHA website at <https://www.homeaffairs.gov.au>.
- Upon receipt of the student's visa by the family and/or visa, a copy of the visa must be provided to the College. On arrival in Melbourne, the original must be sighted by staff in the Registrar's Office.
- All enquiries regarding visa applications should be addressed to DoHA. Please note that:  
*St Leonard's College will not negotiate with overseas immigration departments on behalf of enrolled students under any circumstances – this is the responsibility of the student and his/her family or nominated agent.*
- It is a condition of a student visa that the student has Overseas Student Health Cover (for medical and hospital cover) for the duration of their stay in Australia. The College arranges this on the student's behalf as per clause 5.1.1.3.
- If a student's visa status changes from FFPOS to a permanent resident or temporary resident, the College must be notified and relevant documentation provided.
- It is also the student's responsibility to attend all timetabled classes and other mandatory school activities and to report any changes to their guardianship (where applicable). These are mandated requirements in order to retain a student visa. Satisfactory performance at school (completion of school work and satisfactory attendance) is also required –  
St Leonard's College must notify DESE and DET via PRISMS of unsatisfactory performance. Further detail can be found in the College's Course Progress and Attendance Policy

### 5.1.3. Accommodation

- St Leonard's College is a coeducational school for day students only.
- The College takes seriously its responsibility to report to the DoHA confirming that the student's accommodation arrangements are suitable. This is done prior to a student commencing, with the College taking responsibility for a minimum of seven days over and above the period of the student's enrolment – this may be a longer period, dependent on the student's arrival in Australia and departure from the College.
- It is a requirement of the DoHA and of the College that all accommodation, support and general welfare arrangements are approved by the College prior to student's commencement. This requirement is included in the letter of offer to FFPOS using the specified PRISMS proforma letter.
- The College takes seriously its responsibility to report to the DoHA confirming that the student's accommodation arrangements are suitable. This is done prior to a student commencing, with the College taking responsibility for a minimum of seven days prior

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to the period of the student's enrolment, and for a minimum of seven days after the completion of their course – this may be a longer period, dependent on the student's arrival in Australia and departure from the College.

- In accordance with the College's Accommodation and Welfare Policy, FFPOS may; subject to approval from the Registrar (or their delegate), live with;
  - their parent/s. If a FFPOS is looking to enrol into Year 9 or above, they must be accompanied in Australia by a parent; or,
  - live with a College approved Homestay Family; or,
  - a close relative; who, for the purposes of this policy, is defined as;
    - a brother, sister, step-brother, step-sister, grandparent, aunt, uncle, niece, nephew, step-grandparent, step-aunt, step-uncle, step-niece or step-nephew.
    - who aged over 25 years
    - have the right to remain in Australia until the student's visa expires; and
    - have a current police check and/or a WWCC.
- International students below year 9 entry level must be accompanied in Australia by a parent or close relative.
- Unless the student is residing with a parent or a relative deemed as suitable by the College, it is expected that all international students will reside in homestay arrangements which are organised by the College. All homestay arrangements must meet the minimum requirements determined by the School including, but not limited to, a satisfactory WWCC for all adults residing in the household. Further details are specified in the International Homestay Parent Booklet.
- All homestays are inspected each term by the Registrar (or their delegate).
- Meetings between the Registrar (or their delegate) for all students in homestay accommodation are held each term.
- Where a homestay arrangement is deemed unsatisfactory by the College, alternative arrangements will be made immediately.
- Most FFPOS attending St Leonard's College will join the College's Intensive English Language Program. In circumstances where they require homestay, they will move into one of the College's homestay hosts from the time of their commencement.
- In circumstances where students join the College having attended a Melbourne-based ELICOS program, the Registrar (or their delegate) will liaise with the ELICOS provider to ensure that adequate accommodation and guardianship arrangements are in place during any gap period between the conclusion of their ELICOS program and the date of commencement at St Leonard's College.
- Similarly, the College will liaise with any other Australian school from which a student may be transferring to ensure that adequate accommodation and welfare

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arrangements are in place during any gap period between the student's final date of attendance at that school and their date of commencement.

- These requirements for approval continue during any period of a student enrolment suspension or cancellation in accordance with the National Code of Conduct and the College's Accommodation and Welfare and Course Progress and Attendance policies.
- Homestay arrangements must be made by the student's family and must be approved by the Registrar (or their delegate).
- Additional costs which (at the time of writing) could be between \$AU50 and \$AU100 per week, will vary depending on lifestyle and travel requirements. Approximately \$AU1000 should be allowed for compulsory school uniform, with textbooks approximately \$AU500 per year. Parents are advised that it is recommended that students do not have access to large amounts of money.
- Many international families have relatives and friends living in Melbourne who can assist with accommodation, however, students are not permitted to live independently with friends of a similar age.
- If a child is unable to stay with either an approved relative or their parents, the College is unable to find suitable homestay accommodation, the enrolment will be cancelled.
- DoHA states that private rental without adequate supervision from an adult is not appropriate. If any of these conditions are not adhered to, DoHA will enforce mandatory cancellation of student visas.

### 6. Communication of this Policy

This policy is communicated in the following ways –

#### **Staff**

The Complaints Appeals and Grievances Policy is available to Staff via their initial employment and induction information.

The Complaints Appeals and Grievances Policy is available to Staff on CompliSpace via the Policies and Incident Reporting tab on the College intranet (STL Link).

The Complaints Appeals and Grievances Policy is available via the Policies tab in the Staff online handbook.

#### **Community**

The Complaints Appeals and Grievances Policy is available to the public via the College public website.

The Complaints Appeals and Grievances Policy is available for parents and care-givers on the College Intranet Parent Portal (STL Link) and policy locations are communicated annually to the community via the St Leonard's College Newsletter.

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**St Leonard's College**  
An education for life.

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7. Prepared by

College Registrar

8. Approved by

Acting Principal, Pat Kenny



04 March 2022

Signed

Date

9. Reason for Revision

Regular scheduled review.

*All policies at St Leonard's College are subject to a three (3) year review cycle (unless otherwise stated) irrespective of any amendments made during this period.*

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