



# St Leonard's College

## Policy & Procedure Manual

### Full Fee Paying Overseas Students Admissions

#### 1. Rationale

The enrolment of Full Fee Paying Overseas Students in Australia is regulated by the Education Services for Overseas Students Act (ESOS). 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 of Practice for Providers of Education and Training to Overseas Students 2018.*

#### **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.education.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 Immigration and Border Protection (DIBP)	For visa matters	<a href="http://www.homeaffairs.gov.au">www.homeaffairs.gov.au</a> Phone 131 881 in Australia Contact the DIBP office in your country.

## 2. Scope

Full fee paying overseas students

## 3. References

#### Legislation

- The National Code of Practice for Providers of Education and Training to Overseas Students 2007, Standards 2 and 3

#### Policies and Documents

- St Leonard's College Accommodation and Welfare Policy
- International Homestay Parent Handbook
- International Homestay Student Guidelines
- International Student Guardian/Primary Carer Guidelines

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#### 4. Definitions

CoE	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 in secondary studies at St Leonard's College.
eCoE	Electronic confirmation of enrolment
CRICOS	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.
DET	Department of Education and Training (Australian)
DoHA	Department of Home Affairs, the Australian government agency responsible for issuing visas.
ELICOS	English Language Intensive Courses for Overseas Students
ESOS Act	Education Services for Overseas Students Act 2000
ESOS Regulations	Education Services for Overseas Students Regulations 2001
FFPOS	Full Fee Paying Overseas Student
International Student	A student studying in Australia under a 500 Visa
The National Code 2018	National Code of Practice for Providers of Education and Training to Overseas Students 2018
PRISMS	The Provider Registration and International Students Management System is the database system used to process information given to the Secretary of DEST by registered providers.
WWCC	Working with Children Check

#### 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 application, 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 campus' location and the facilities available. This information is available in 10 languages and can be accessed via the "International Students" tab.

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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 is in three steps.

##### Step 1

Complete an International Student Application form 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 information included:

- non-refundable International 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.
- one passport sized photograph (original) taken within the last six months.
- Copies of any additional education-related testing that has been undertaken.
- 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). 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.
- Students applying for entry into year 3 or 4 are required to have a level of English language proficiency which will enable them to cope with the demands of mainstream classrooms. Whilst each application is reviewed on an individual basis, it is anticipated that such students will have English as their first language or to have studied in an English medium of instruction.
- 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

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#### Step 2

- When the College has received a complete application, the application will be reviewed by the Director of International Relations and the relevant Head of School or Head of Year Level.
- 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, WeChat or Line at the earliest possible opportunity. Interviews are arranged for prospective students with the Head of School for which a student is applying [Junior School (years 3 and 4), Year 5 and 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 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, the student's level of English, and St Leonard's College's capacity to provide an appropriate program of study. In and of itself, 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, 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.
  - Tuition fees for the first semester (two school terms).
  - 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, 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, and reserves the right to vary the commencement level, should this be considered to be in the best educational interests of the student.

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- Once all relevant documents are received, the College will issue a confirmation of enrolment letter, an Electronic Confirmation of Enrolment (eCOE) which is required to obtain a visa from the Australian Embassy, and student welfare letter. It is the student's and family's responsibility to apply for and renew visas. Further information 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 arranges this on the student's behalf for the anticipated duration of their studies at the College including up to 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 are communicated to the family. Payment for homestay is set at \$350 per week, is subject to annual review and is available for a total 46 weeks of the year with students required to the care of their parents/guardian over the summer holiday break (early December – late January). Details regarding accommodation are further explained in section 5.1.5 Accommodation.

#### 5.1.2. **Visa Requirements**

- Once parents have received from St Leonard's College the letter of offer, and the electronic confirmation of enrolment (eCoE) and electronic confirmation of appropriate accommodation and welfare (eCAAW) and details of their OHSC policy, either they or their appointed agent are requested to apply for a visa through the Australian High Commission or Embassy in their home country.
- It is the student's and their family's responsibility to apply for and renew visas. For further information, visit the website of the Department of Home Affairs 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 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 or nominated agent.

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- If a student's visa status changes from full-fee paying student to 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 guardianship. 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 DET via PRISMS of unsatisfactory performance.

#### 5.1.3. Accommodation

St Leonard's College is a coeducational school for day students only. At the time of application, parents (or guardian/s) of international students are required to indicate whether they would like for the College to arrange accommodation for the student.

International students, may:

- Live with the student's parent/s.
- Live with a nominated family member who is over the age of 25 and approved by the International Homestay Coordinator and/or Director of International Relations.
- Live with a College approved and selected homestay host family. Under this arrangement, the student would live with and be looked after in the context of a family providing the student with full board (own room, meal provided, laundry done).

It is a requirement of the Department of Home Affairs that all accommodation arrangements of International Students are approved by St Leonard's College.

- Unless an international 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 Handbook.
- In cases where a student's family organises their own homestay placement, an inspection will occur before or within five School days of the date nominated by the School when it will commence taking responsibility for that student's welfare.
- All homestays are inspected each term by the International Homestay Coordinator and/or the Director of International Relations.
- Meetings between the International Homestay Coordinator and/or the or Director of International Relations for all international students in homestay accommodation are held each term.
- Where a homestay arrangement is deemed unsatisfactory by the College, alternative arrangements will be made immediately.

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- Most international students attending St Leonard's College will join the College's Intensive English Language Program and from the time of their commencement they will move into one of the College's homestay hosts.
- In circumstances where students join the College having attended a Melbourne-based ELICOS program, the International Homestay Coordinator 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, St Leonard's College will liaise with any other Australian school from which a student may be transferring to ensure that adequate accommodation and guardianship arrangements are in place during any gap period between the student's final date of attendance at that school and their date of commencement at St Leonard's College.
- These requirements for approval continues during any period of a student enrolment suspension or cancellation in accordance with the National Code of Practice for Providers of Education and Training to Overseas Student 2018.
- Homestay accommodation that is organised by the College is charged to the parents at \$350 per week. Homestay arrangements must be made by the student's family and must be approved by the International Homestay Coordinator.
- Additional costs, which 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.
- International students below year 9 entry level must be accompanied in Australia by a parent or close relative.
- Many international families have relatives and friends living in Melbourne who can assist with accommodation and guardianship. However, students are not permitted to live independently with friends of a similar age.
- 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.
- 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.

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#### 5.1.4. Primary Contact Person

- To ensure the student's wellbeing, the parent(s)/guardian(s) of overseas students are required to either
  - Make appropriate arrangements for a responsible adult to act as the Primary Contact Person for the student during his or her stay in Australia; or
  - Request that the College appoint a Primary Contact Person on their behalf
- Students must have an English speaking local Primary Contact Person who is over the age of 21 and of good character. To establish that the guardian is of good character, the guardian or family will need to provide St Leonard's College with a copy of a current Police Check (not more than twelve months old) for our files.
- The College must be notified of the name and contact details of the Primary Contact Person who will assist with communication between St Leonard's College and the student's parent(s)/guardian(s) regarding the student's welfare, academic progress and school activities. The Primary Contact Person will also be expected to meet with the appropriate teachers and personnel prior to confirmation of enrolment.
- The Primary Contact Person is expected to take a personal and parental interest in all aspects of the student's welfare.
- The Primary Contact Person will be expected to be familiar with the expectations held by St Leonard's College of all students and especially international students; be aware of the student's progress and be prepared to receive reports of the student's progress on behalf of the parent(s)/guardian(s) and, where required, visit the College to speak with the appropriate staff regarding the student's progress. The Primary Contact Person must be in communication with the student's parent(s)/guardian(s).
- The Primary Contact Person may be required to explain any student absences, complete forms relating to the student's medical condition, work experience or course subject choice, excursions, etc.
- The Primary Contact Person may delegate to the provider of the homestay the signing of forms relating to day to day school matters such as excursions, explanation of absences, etc.
- The Primary Contact Person will be required to sign acceptance of these responsibilities, and the parents will be required to complete an Appointment of Primary Contact Person form.
- The College must be informed of and approve any change in Primary Contact Person arrangements.
- In the event that St Leonard's College does not believe that a student's Primary Contact Person is fulfilling their responsibilities, the College may appoint or insist that a new Primary Contact Person be appointed.

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#### 6. Prepared by

Director of International Relations.

#### 7. Attachments

- Appointment of *Primary Contact Person* form
- International Homestay Parent Handbook
- International Student Application Form

#### 4 Prepared by

Director of International Relations

#### 5 Approved by

Stuart Davis, Principal

Signature

23/10/18  
Date

#### 6 Reason for revision

Replacement of interim Policy.

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

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