



POLICY DOCUMENT

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Policy Name:	Enrolment Policy – International Students
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Enrolment Policy (International Students)

Reason

In addition to the Newcastle Grammar School Student Enrolment Policy the following policies and procedures apply regarding enrolment in compliance with *The Education Services for International Students Act 2000 (ESOS Act)* (amended 1 December 2015) and the requirements under Standard's 2, 3 and 5 of the *National Code of Practice for Providers of Education and Training to International Students 2007*.

Requirements for Acceptance

1. Years 7-12
 - (a) In addition to the requirements described in the Application for Enrolment, Supplementary Application for International Students and the Conditions of Enrolment, the requirements for acceptance into a course, including the appropriate level of proficiency in English and any previous educational qualifications, will be assessed by the Enrolments Officer and the Head of School.
 - (b) Work experience is not applicable as a requirement for course entry.
 - (c) Any applicable or relevant course credit will be assessed as in 1.3(a).
 - (d) At present the minimum standard for entry is in 6.0 IELTS, depending on the age of the student.
2. Younger students
Primary based students in the care of parents, may be enrolled on a case by case basis. There is not minimum language requirement for primary aged children.

Accommodation

1. In accordance with Standard 5.1(c) of the *National Code of Practice for Providers of Education and Training to International Students 2007*, where Newcastle Grammar School has taken on responsibility under the Migration Regulations for approving the accommodation, support and general welfare arrangements for a student who has not turned 18, the School will:
 - (a) nominate the dates for which it accepts responsibility for approving the student's accommodation, support and general welfare arrangements using the specified PRISMS (*Provider Registration and International Student Management System*) pro forma letter;
 - (b) advise DIBP (Department of Immigration and Border Protection) in writing of the approval using the specified PRISMS pro forma letter;
 - (c) have documented procedures for checking the suitability of the student's accommodation, support and general welfare arrangements; and
 - (d) advise DIBP as soon as possible in the event that the under-18 year old student has changed his or her living arrangements or that the School no longer approves of the arrangements for the student using the specified PRISMS pro forma letter
2. Where the student is under 18 with a student visa that covers multiple courses, Newcastle Grammar School, with whom the student is currently enrolled, accepts responsibility for

approving arrangements for the student's accommodation, support and general welfare during the nominated period.

3. Where Newcastle Grammar School terminates, suspends or cancels the enrolment of the student, the School will continue to check the suitability of arrangements for that student until:
 - (a) the student is accepted by another registered provider and that registered provider takes over responsibility for approving the student's accommodation, support and general welfare arrangements;
 - (b) the student leaves Australia;
 - (c) other suitable arrangements are made that satisfy the [Migration Regulations](#); or the School reports under Standard 5.1(d) that it can no longer approve of the arrangements for the student.

See attached accommodation guidelines.

Student Support Services

Reason

In addition the following policies and procedures apply regarding pastoral care and student support services in compliance with *The Education Services for International Students Act 2000 (ESOS Act) (amended 2015)* and the requirements under Standard 6 of the *National Code of Practice for Providers of Education and Training to International Students 2007*.

Designated Staff Members

The Enrolments Officer, Deputy Head of School, relevant House Coordinator and Director of Learning and Teaching are the key staff members in charge of the pastoral care of International students whilst studying at Newcastle Grammar School.

During the orientation process these staff are identified to the families, guardians and students and key information is provided relevant to their successful transition to studying in Australia and at the School.

The Enrolments Officer works in close association with the Deputy Head of School, relevant House Coordinator and Director of Learning and Teaching to provide ongoing academic and pastoral support to the student, parents and guardians. All teaching staff involved with International students are briefed by the Deputy Head of School as to their involvement and the requirements of an International student, including obligations concerning attendance and academic progress under ESOS regulations.

Sufficiency of Student Support Personnel

Each International student studying at Newcastle Grammar School has three key members of staff responsible for their academic, pastoral and general welfare. These staff members, Deputy Head of School, relevant House Coordinator and Director of Learning and Teaching, are introduced to the student during the initial orientation programme and have regular contact – both formal and informal – throughout the student's period of study. Details on the initial and

ongoing programmes and procedures are detailed in the International Student Orientation Programme.

International Student Orientation Programme

Orientation programmes are an important part of the student support programme that Newcastle Grammar School offers to International students. The orientation process should prepare new International students to fully participate in the academic and co-curricular programmes offered by the School. It should also provide the students with the necessary information to be a part of the community in which they are living.

Each year there are orientation programmes organised for all new students to the School. They are based on the year level of entry and they have a focus on familiarising the new students with the School, its programmes, the students at their year level and school routines.

International students need more intensive and individualized programmes to cover many of the aspects of studying not only in a new school but also a new education system and country, often without the support of parents.

Orientation Procedures

There are several stages in the orientation of new International students. Where possible they are invited to be involved in whole school or year level orientation as well as the specific International Programme. Orientation continues well after the initial few weeks at the School.

International Student Orientation Programme

- a.** Interview with the Head of School
 - Overview of School ethos and general student expectations

- b.** Interview with the Deputy Head of School
 - The student shall be given a copy of the ESOS Framework and have it explained to them
 - Curriculum overview including relevant assessment booklets and guidelines discussed
 - Student subject section discussed
 - Pastoral Care programme outlined
 - Student's needs identified and discussed
 - Communication channels between School and Parent/Guardian outlined
 - Significant dates advised
 - Transport to and from School discussed
 - Student requirements outlined and documentation provided (Programme Book)
 - Conduct, uniforms
 - Chapel
 - School timetable
 - Co-curricular programme
 - Assemblies
 - Access to legal services

- Emergency and health services
 - Facilities and resources
 - The Internal Complaints and Appeals process
 - Deferment, Suspension or Cancellation of enrolment Procedures
 - Any student visa condition relating to course progress and/or attendance as appropriate.
- c.** School tour with the Enrolments Officer
- d.** Day 1
- Timetable published
 - Locker allocated (House Coordinator)
 - House Coordinator and Mentor teacher – introduced to student
 - School's Student Administration Secretary introduced to student
 - Student 'buddy' assigned to escort new International student throughout the first day. The buddy remains as a support person until the new student has demonstrated familiarity with daily routines and has established alternative support people (peers). This is evaluated by the House Coordinator.
- e.** After 1 week
- Deputy Head of School contacts the student after one (1) full week of attendance to follow up on transition and resolve any concerns. The House Coordinator and Mentor teacher will continue to provide support and monitor the student.
- f.** After 5 weeks
- House Coordinator gathers feedback from the student's teachers after five (5) weeks to discuss any concerns related to the transition. Where concerns are identified, the Deputy Head of School is informed and where appropriate the Head of School is informed. The Deputy Head of School and the Head of School may contact the parent/guardian if required.
- g.** End of first Term
- By the end of the first term of study, the Deputy Head of School organises an interview with the student to discuss the transition and any concerns the student may have regarding their academic, pastoral or general welfare.
 - Deputy Head of School informs the Head of School of progress.

Payment

1. Fee payment is outlined in the enrolment policy and updated each year and emailed to parents with the first bill.
2. As with all students enrolled at the School, fees can be paid upfront before the start of a student's course.
3. In line with the December 2015 – Education Services for International Students (ESOS), students have a choice in line with current school payment policy in how much of their tuition fees are paid up front.
4. Payments for all students can be currently made:
 - In full upfront
 - Weekly, fortnightly or monthly payment plan by direct debit or credit card

5. The School does not require an International student to pay more than 50% of their total annual course fee upfront.
6. The School requires all application and enrolment fees to be paid in full before a student's place in the School is confirmed.

Reporting of Student Defaults and Refunds

1. Newcastle Grammar School will report on whether they have provided a refund to a student in the following case:
 - (i) Where a student's visa is refused, even if there is a compliant written agreement in place
 - (ii) Where there is no compliant written agreement in place
2. This report will occur before 35 days after the default occurs (7 days after the provider obligation period of 28 days).
3. Under Section 19 of the ESOS Act (2000), the School must report changes to a student's enrolment status:
 - (a) Within 31 days for students over 18
 - (b) Within 14 days for a student under 18 who does not commence their course or terminates their study.

School Default

- In the unlikely situation that Newcastle Grammar School is unable to offer a course; a full refund of fees paid will be made within 28 days of notification of course cancellation.

Contact Detail Updates

- International students will be required to update their contact details every six months. The Enrolments officer will email parents and the student the International Student Contact Details form that must be completed and returned.
- These details are an important record for the School and helps to ensure the safety and well-being of the student.

RELATED POLICIES:

- **Course Progress and Attendance Policy – International Students**
- **Student Code of Conduct**
- **Enrolment Policy International Students - Accommodation**
- **Complaints and Appeals Policy – International Students**
- **Student Transfer Request Policy – International Students**
- **Deferment Suspension and Cancellation Policy – International Students**
- **Refund Policy**