

| Primary Only | Secondary Only | Combined Policy |
|------------------------------------|----------------|-----------------|
| Policy Type: Administrative | | |

RATIONALE

Due to the fact that overseas students do not receive Commonwealth or State funding the costs, policies and procedures for such students are different from regular students accepted by the College. The Policy ensures that safeguards are in place to protect the students and keep the College compliant with government regulations.

Safeguards include the College Child Safe Protection strategies as outlined in our College Child Safe Policy (available on the Gilson College website). These strategies need to be transparent, well understood and diverse, and take account of the increased level of risk associated with the specific nature of some activities and the vulnerability of particular groups, including our overseas students (OS).

IMPLEMENTATION

General

1. The Victorian Registration and Qualifications Authority (VRQA) Victorias statutory authority and education regulator approves Gilson College to receive overseas students. Gilson College
2. Currently the College does not market to overseas clients and therefore has limited marketing material that is unique to overseas students. The limited number of enquiries that are received regarding overseas students are forwarded the material that we send to all students including the Overseas Student Handbook, Student handbook and the current fee supplement.
3. The Overseas Students Co-ordinator is the primary contact person for overseas students. Behaviour and academic matters will also involve the appropriate Head of School.

Admissions/Enrolment

1. Upon receipt of an overseas student enrolment enquiry the College Administrative Office will forward a regular information pack (prospectus) in addition to the Overseas Students Handbook which details the requirements of an overseas student's placement.
2. Assuming the prospective student or family completes and returns the application the following requirements are to be met as a condition of acceptance:
3. The prospective student must attend an interview with the Principal. If the student is unable to attend their representatives (homestay provider and/or family carer) must attend and, if possible, the student contacted via phone, or other electronic medium.
4. All references, reports, letters of recommendation and other relevant documentation, as listed on the College website, must be translated into English to enable a complete assessment of the student's acceptability.

5. A recognised English test (TOEFL or IELTS) must be completed and the results forwarded to the College.

All prospective overseas students must demonstrate sufficient English language proficiency to participate fully in the course.

Accepted tests and minimum scores are as follows:

- **IELTS (Academic):** Overall score of **5.5**, with no individual band score below **5.0**
- **TOEFL iBT:** Total score of **46**, including at least **14 in Writing** and **12 in Reading**

The College may accept equivalent English language assessments at its discretion, provided they demonstrate comparable standards. Students must provide official test results at the time of application. Applicants who do not meet the required standard will not be accepted for enrolment.

6. Those with limited English language proficiency will not be accepted.
7. All the appropriate payments must be made before the application can be considered. These payments are detailed in the Finance section below.
8. The determination of class placement is made by the College administration during the admission process. This will be dependent upon the English proficiency of the student.
9. Once the application has been considered a confirmation or non-acceptance of the application will be forwarded to the student or family.
10. If successful, the Overseas Students Co-ordinator completes and sends a Confirmation of Enrolment letter and agreement.
11. Once the Confirmation of Enrolment letter and agreement has been received the student or family must complete the following:
 - a. The Local Australian Embassy or Consular Office is contacted and a "Student Visa" obtained;
 - b. A return flight to Melbourne is purchased;
 - c. Copies of the Visa and flights are forwarded to the office.
12. When an overseas student has been notified of their acceptance they are registered in PRISMS (Australian Government, Department of Education and Training: Provider Registration and International Student Management System website.)
13. Refer to Office procedures for details of this process.
14. The overseas student is then issued with a Certificate of Enrolment (CoE) through PRISMS and a Care Arrangements for Under 18s (CAAW) for students with non-related carers.
15. Refer to Office procedures for details of these processes as needed and point 2 below in regard to students under age 13 years.

Homestays

1. It is the responsibility of the student and their family to arrange appropriate home-stay.
2. Gilson College must be satisfied at the time of the enrolment process, the interview and from the accompanying documentation, and after making all reasonable enquiries, that any overseas student seeking enrolment and wishing to be accommodated in homestay arrangements:
 - a. will be at least 13 years of age at the time of commencing the homestay accommodation.

- b. or will be living with a parent or close family relative (namely an aunt, uncle, grandparent or sibling) approved as suitable by the Department of Immigration and Border Protection as part of the student's visa approval.
3. Each family must organize and submit for approval the home-stay arrangements that have been arranged. The Principal will then interview the homestay provider/family and nominated carers as part of the enrolment process, to confirm suitability for child connected work. He will ask:
 - a. for the personal identification of homestay providers, and or nominated carers
 - b. for verification and confirmation of the age of homestay student
 - c. for verification and confirmation of home-stay arrangements
 - d. about living conditions and type of accommodation being provided
 - e. for background information about the home-stay family/nominated carer, asking for referees for suitability for child connected work
 - f. for the commitment level in providing accommodation for an overseas student
 - g. for any other information, relevant to ensuring adequate accommodation and welfare for an overseas student
 - h. for a copy of the WWCC for each adult in the home-stay family/nominated carer
4. The College will require a police check and WWCC for all adult home-stay family members and/or nominated carers.
5. These checks are usually only applied to adult home-stay family members and/or nominated carers of overseas students with a Care Arrangement for Under 18s (CAAW).
6. The principal or their nominee (usually Overseas Student Coordinator) will ensure that the WWCC is valid on receipt and on an ongoing basis using the WWCC Victoria check
7. The principal or their nominee (usually Overseas Student Coordinator) will check referees for suitability for child connected work
8. As part of the home-stay approval procedure the principal or their nominee, and/or a member of the enrolments committee or will conduct a home visit to assess adequacy of living conditions, as well as the accuracy of all information provided, and where applicable, especially in regard to students under 13 years of age.
9. Once all checks are completed and information assessed a letter will be sent to the overseas student and the home-stay family are advised that the accommodation arrangements have been approved.
10. The parents of the student must provide in writing, their approval for the "homestay" arrangements that have been organized and complete the College homestay agreement
11. Accommodation arrangements are monitored at 6 monthly intervals via home visits by the Overseas Student Coordinator, interviews with the students and re-enrolment forms and procedures that each student must complete when returning to study at Gilson College in the following year.
12. Any breach of accommodation arrangements and responsibilities will be immediately reported to Department of Immigration and Multicultural Affairs (DIMA) via the Overseas Students Co-ordinator.

Finances

1. All overseas students are "Full Fee Paying" – there are no government subsidies and overseas students are not eligible for Gilson College scholarships.
2. All fees are paid one (1) term in advance.
3. The following payments are to be made before an application can be considered:
 - a. The Medicare Levy,
 - b. The Overseas Student Fee,
 - c. The VCE Fee (if applicable),

4. The refund of fees is as follows:
 - a. Where Gilson College is unable to provide a course of study for which an overseas student has enrolled, the College will refund all fees paid by that student.
 - b. Where a student cancels his or her enrolment prior to commencement of studies, a cancellation fee equivalent to 20% of a full terms tuition fee will apply.
 - c. Where a student, having commenced a course of study decides to withdraw, four weeks' notice in writing will be required and a cancellation fee equivalent to 20% of a full term's tuition fee will apply. Where a student, having commenced a course of study decides to withdraw but fails to give four weeks' notice in writing, a charge equivalent to a full term's tuition fee will apply.
5. The above charges may be waived in exceptional circumstances only.
6. All tuition monies, which are received from overseas students, are transferred to a trust account. The monies are held in trust and Gilson College is paid four times per year at the standard term billing dates.
7. Where an overseas student is delayed due to Visa or Passport difficulties the term's fees are still to be paid.

Administration

1. It is vital that overseas students' records are kept up-to-date. Parents, homestay families and/or nominated carers will be required to inform the College of any changes to the student's circumstances, including homestay arrangements.
2. Full time and regular attendance is expected of all students. Where circumstances prevent a student from attending, a letter giving adequate reasons for the absence must be presented to the College on the day of return. Where a student is likely to be absent from the College for an extended period of time the College should be notified. The College Attendance / Absence process and policy will apply in these circumstances.
3. *Unaccounted absences of more than 3 days may be reported to via PRISMS. Refer to Complaints and Appeals Policy for more details.*
4. It is the responsibility of the student to catch up with all assignment and work missed while away.
5. Information provided by the student to the College may be made available to both Commonwealth and State agencies, and the Fund Manager of the ESOS Assurance Fund as required by Education Services for Overseas Students (ESOS) Act 2000. Under the obligations of this Act the College is required to inform the Department of Immigration and Multicultural Affairs (DIMA) of any changes in the student's enrolment, any breach by the student of visa conditions relating to attendance or satisfactory academic performance.

Support and Welfare

1. To provide for the support and welfare of overseas students the College will ensure that the Overseas Student Coordinator/s and other support staff involved in the overseas student program receive training in:
 - a) the College Child Safe policies, procedures and processes
 - b) the school's policies and procedures for managing emergency situations and critical incidents
 - c) policies and procedures for verifying that the student's accommodation is appropriate to the student's age and needs
 - d) the ESOS Act, the National Code of Practice 2018 and the VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18 Years and/or subsequent amendments to Acts and guidelines

2. Overseas students have the same support and welfare conditions of all other students at Gilson College. These include careers and academic counselling; personal/emotional counselling; and spiritual guidance. This is provided at no extra cost to students.
3. In the event an overseas student has a grievance the College's hierarchy of authority is followed, i.e. Teacher – Level Leader – Head of School – Principal.
4. The Overseas Student Coordinator and or Enrolments Coordinator are the main point of contact for an overseas student.
5. Upon the overseas student's arrival at the College for classes an orientation process is conducted refer to the Overseas Student Handbook for details.

Courses of Study

1. Overseas students at Gilson College will be involved in the same areas of study as all other students. This includes the government mandated Australian Curriculum or senior studies including VCE and VET and the church established Biblical Studies course.
2. At the senior levels overseas students may choose to undertake courses more suited to their backgrounds, i.e. LOTE. Applications to do this are approved by the Academic Committee.
3. In all studies overseas students are expected to undertake the same studies as other Gilson College students. The only exception is a possibility of the ESL English VCE course as an alternative to regular VCE English.

This policy was shared with Administrative Taylors Hill staff Oct 2019

This policy was shared with Administrative Mernda staff N/A

This policy was checked by ADCOM Oct 2019

This policy was ratified by the College Council Mar 2020

This policy was updated Oct 2019

This policy is due for review 2022