



# OVERSEAS STUDENTS

## Recruitment Policy

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### 1. Scope and Purpose

- 1.1 This Policy provides the framework for compliance under Standard 2.1 of the National Code.
- 1.2 The School ensures the following information is made available prior to accepting prospective Overseas Students for enrolment:
  - 1.2.1 the requirements for acceptance of an Overseas Student into a course, including the minimum English language proficiency, educational qualifications and applicable course credits;
  - 1.2.2 the CRICOS course code, content, mode of study and assessment methods;
  - 1.2.3 course duration and holiday dates;
  - 1.2.4 course outcomes (qualifications or awards);
  - 1.2.5 campus locations and facilities including boarding facilities, equipment and learning resources available to students;
  - 1.2.6 any details of arrangements with another course provider, person or business who will provide the course or part of the course;
  - 1.2.7 indicative tuition and non-tuition fees, including the potential for changes to fees across the duration of the course, and the School's cancellation and refund policies;
  - 1.2.8 the grounds on which an Overseas Student's enrolment is deferred, suspended or cancelled;
  - 1.2.9 the ESOS framework, including availability of online resources;
  - 1.2.10 policies and procedures the School has in place for approving the accommodation, support and general welfare;
  - 1.2.11 arrangements for Overseas Students who are under 18 years old;
  - 1.2.12 information about accommodation options and indicative costs of living in Australia.

### 2. Communication to Overseas Students prior to enrolment

- 2.1 The School ensures that prior to accepting Overseas Students for enrolment, they are provided with all information required to be given to them pursuant to the National Code Standard 2.1. This information is contained in our Written Agreement and associated documents available on our website.

### 3. Younger Overseas Students

- 3.1 The School may only enrol students under the age of 13 years as full boarders if a parent or Department of Home Affairs approved relative is available to accommodate the student on exets and holidays. Students under 13 years old are not permitted to live with a homestay provider.
- 3.2 Students who are under 13 years of age may otherwise apply for enrolment at the School as a day student or as a weekly boarder (weekly boarding is only available in Year 5 to Year 8).

### 4. Cancellation and Refunds

- 4.1 The School has policies in place regarding cancellation and refunds. Please refer to the Deferring, Suspending or Cancelling an Overseas Student's Enrolment section of the Written Agreement, a copy of which is available on the website.

### 5. English Language Proficiency and Qualification Requirements

- 5.1 Standard 2.2 of the National Code requires the School to have a documented policy and process for assessing whether an Overseas Student's English language proficiency and qualifications are sufficient to enable them to enter the course.
- 5.2 The School uses the Australian Education Assessment Services (AEAS) English Language Proficiency Test and interviews to determine whether an Overseas Student meets the minimum level of English proficiency required for the course.
- 5.3 The School may assess qualifications of an Overseas Student by requesting:
  - 5.3.1 School reports from the Overseas Student's previous school;
  - 5.3.2 Academic reports from the Overseas Student's previous school; and
  - 5.3.3 References from teachers at the Overseas Student's previous school.

### 6. Recognition of Prior Learning

- 6.1 Standard 2.3 of the National Code requires the School to have a policy and process for assessing and granting recognition of prior learning.
- 6.2 The School does not assess or recognise prior learning of an Overseas Student for the purposes of enrolment at the School, however evidence of prior learning may be requested the School if a student intends to enrol in Year 11 or Year 12, which may be submitted to the Victorian Curriculum and Assessment Authority to assist in appropriate year level placement.

### 7. CRICOS Course Information

- 7.1 The School's CRICOS Code is Primary Years Prep – 6 (015229M) and Secondary Years 7 – 12 (VCE and IB) (005326D).



- 7.2 The course content outline is provided to an Overseas Student via the curriculum guide on the School's website under 'Academic'.
- 7.3 The School is registered to provide face-to-face learning.
- 7.4 The course duration is provided to the Overseas Student in the Enrolment Agreement available on the School's website.

## 8. Term Dates

- 8.1 The School's term and holiday dates are published on the website under 'Our School'.

## 9. Course Qualifications

- 9.1 Upon successful completion of the course, the Overseas Student will receive Victorian Certificate of Education or the International Baccalaureate Diploma.

## 10. Arrangements with other Providers

- 10.1 The School approves Homestay Providers to assist the School with its Overseas Student program. Parents may complete a Homestay Provider Nomination Form and all Homestay Providers are required to comply with the Homestay Provider Policy, including but not limited to the requirement for all adults over 18 in the household to hold a valid Working with Children Check for the period they are assisting the School as a Homestay Provider.

## 11. Tuition and Non-Tuition Fees

- 11.1 The School's indicative tuition and non-tuition fees are provided to the Overseas Student in the Letter of Offer and Written Agreement. Current Overseas Student Fee Schedules are available on the School's website.

## 12. Campus location, facilities and equipment

- 12.1 The School's courses for Overseas Students are offered at the Bostock House Campus (Early Learning Centre, to Year 4), Toorak Campus (Early Learning Centre to Year 6), Corio Campus (Year 5 to Year 8, Year 10 to Year 12) and the Timbertop Campus (Year 9).
- 12.2 The School's facilities include:
- 12.2.1 Libraries;
  - 12.2.2 Speciality subject rooms (arts, science)
  - 12.2.3 General classrooms;
  - 12.2.4 Drama and performing arts facilities;
  - 12.2.5 Gymnasiums;
  - 12.2.6 Indoor swimming pools;
  - 12.2.7 Sporting fields;
  - 12.2.8 Outdoor education facilities;
  - 12.2.9 Equestrian Centre; and
  - 12.2.10 Boarding and Day houses.

## 13. Record Keeping

- 13.1 The School maintains evidence of compliance with this Policy by maintaining records of information provided to our Overseas Students. Records are maintained in accordance with the School's Document Retention and Disposal Schedule.

## 14. Definitions

<b>Overseas Student</b>	means a student enrolled at the School pursuant to subclass 500 student visa.
<b>the School</b>	means Geelong Grammar School
<b>School Employee</b>	for the purposes of this Policy means an employee, third party contractor or volunteer

## 15. Review and Circulation

<b>Responsible Department</b>	<input type="checkbox"/> Academic <input checked="" type="checkbox"/> Corporate Services and Risk <input type="checkbox"/> Finance and Operations <input type="checkbox"/> Head of Campus <input type="checkbox"/> Human Resources <input type="checkbox"/> Medical <input type="checkbox"/> Vice Principal (Culture and Community)
<b>Version</b>	3
<b>Approved by</b>	<input type="checkbox"/> Principal <input type="checkbox"/> School Council <input checked="" type="checkbox"/> Director of Corporate Services
<b>Effective Date</b>	03.11.2020
<b>Review Date</b>	03.11.2022
<b>Location</b>	<input checked="" type="checkbox"/> School wide <input type="checkbox"/> Bostock <input type="checkbox"/> Corio <input type="checkbox"/> Timbertop <input type="checkbox"/> Toorak
<b>Audience</b>	<input checked="" type="checkbox"/> School Community <input type="checkbox"/> Students <input type="checkbox"/> Parents <input type="checkbox"/> School Employees