

GEE LONG GRAMMAR SCHOOL | OVERSEAS STUDENT PROGRAMME

Formalisation of Enrolment and Written Agreements Policy

1. Scope and Purpose

- 1.1 This Policy describes how the School will comply with Standard 3 of the National Code.

2. Policy Statement

- 2.1 The School will consider enrolment applications from prospective Overseas Students wishing to apply for enrolment at the School subject to a subclass 500 student visa, subject to:
- 2.1.1 compliance with minimum requirements and conditions set by the School;
 - 2.1.2 legislative requirements of the State of Victoria and the Commonwealth of Australia; and
 - 2.1.3 any requirements to undertake extra tuition to learn English to meet the English language proficiency standard required to enter mainstream classes.

3. Enrolment Information

- 3.1 Prospective Overseas Students and parents or legal guardians of prospective Overseas Students have access to the Written Agreement, current Fee Schedules and Business Notices and other information about the School's policies and procedures, curriculum, campuses, course options, boarding premises, student pastoral care and support and other relevant information through the School website, prior to making an application for enrolment.

4. Application Process

- 4.1 Applications for enrolment of a prospective Overseas Student must be made via submission of the School's Application Form available on the School's website. This must be correctly completed, and must be accompanied by the following documents to support the application:
- 4.1.1 Documents as indicated in the Application Form and as identified in the School's Enrolment and Acceptance Policy;
 - 4.1.2 copies of the prospective Student's reports from the previous two (2) years of study, including a copy of the Student's most current report;
 - 4.1.3 written evidence of proficiency in English as a second language;
 - 4.1.4 certified copy of passport with name, photo identification, passport number and expiry date; and
 - 4.1.5 applicable application fee.
- 4.2 If the above documents are not in English, certified translations in English are required.
- 4.3 An application for enrolment will only be processed when all of the above have been received by the School.
- 4.4 Applications from Overseas Students are processed according to established policy and procedures and are dealt with on their merits.

5. Letter of Offer

- 5.1 A Letter of Offer will be made to prospective Students who meet the School's requirements. This will include:
- 5.1.1 The Written Agreement for signing by the parents or legal guardian of the Overseas Student;
 - 5.1.2 Enrolment and Fee Information;
 - 5.1.3 Information on the annual overseas student orientation programme;
 - 5.1.4 A copy of the current Fee Schedule and Business Notices;
 - 5.1.5 Information forms for completion by the Overseas Student, including but not limited to:
 - Enrolment Information Form;
 - Parent Questionnaire;
 - Emergency Contact Form;
 - Student Health Information Forms;
 - Homestay Provider Nomination Forms.
- 5.2 Return of the relevant information forms by the Overseas Student ensures the School may capture all necessary contact details and information about an Overseas Student prior to their commencement at the School.

6. Written Agreements

- 6.1 The Written Agreement provided to Overseas Students will be used to support Student visa applications and accordingly will contain the information in the table below:

| Information contained in the letter | Type of information |
|-------------------------------------|--|
| Course fees | The amount for the entire course. This is calculated by aggregating the highest estimate per semester. |
| Course duration | Include start date, end date and length of the course. |
| Course description | The CRICOS code and name of the course. |
| Education provider code | The CRICOS code for the provider of the course. |



| Conditional offer of a place if applicable | Specifications of the conditions if any |
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6.2 The School's Written Agreement with Overseas Students will:

- 6.2.1 be in plain English and meet requirements of the ESOS Act as well as National Code Standard 3, and be consistent with the Australian Consumer Law;
- 6.2.2 be signed or otherwise accepted by the Overseas Student / parent(s) / legal guardian(s) if Student is under 18 years, concurrently with or prior to accepting payment of tuition fees or non-tuition fees;
- 6.2.3 outline the course of study in which the Student is to be enrolled, including CRICOS course code, course location, expected course start date and modes of study;
- 6.2.4 outline any prerequisites necessary to enter the course or courses, including English language requirements;
- 6.2.5 identify any conditions on enrolment/ preliminary requirements;
- 6.2.6 through the Business Notices and Fee Schedules:
 - provide an itemised list of tuition and non-tuition fees payable for the Student, periods to which tuition fees relate and payment options, including the option to pay >50% of tuition fees before a course commences;
 - list circumstances in which other non-tuition or additional fees may apply – for example, to defer studies, have study outcomes reassessed, late payment fee, bank transfer fees;
- 6.2.7 include the School's Refund Policy which provides information in relation to refunds of fees paid;
- 6.2.8 include the amounts that may or may not be repaid to the Overseas Student (including any tuition and non-tuition fees collected by education agents on behalf of the School);
- 6.2.9 including the processes for claiming a refund including the refund requirements that apply if the Student defaults in relation to a course at a location;
- 6.2.10 include the process for claiming a refund in the event of a School default, including a plain English explanation of the role of the Tuition Protection Service, which is to assist Overseas Students whose education providers are unable to fully deliver their course of study;
- 6.2.11 specify the person(s) (other than the Overseas Student) who can receive a refund in respect of the Overseas Student identified in the Written Agreement;
- 6.2.12 include the statement: *"This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies"*;
- 6.2.13 set out the circumstances in which personal information about the Student may be disclosed by the registered provider, the Commonwealth including the Tuition Protection Service, or state or territory agencies, in accordance with the *Privacy Act 1988* (Cth);
- 6.2.14 outline the school's internal and external complaints and appeals processes;
- 6.2.15 state that the Student is responsible for keeping a copy of the written agreement as supplied by the School, and receipts of any payments of tuition fees or non-tuition fees;
- 6.2.16 only use links to provide supplementary materials;
- 6.2.17 advise current contact details of Student, parent (s), emergency contact and any approved relative providing welfare arrangements will have to be confirmed at least every 6 months;
- 6.2.18 include a requirement that the Overseas Student must notify the School of his or her contact details including their current residential address, mobile number (if any) and email address (if any) and emergency contact, and any changes to those details within seven (7) days of the change; and
- 6.2.19 align with details entered into PRISMS at time of creating CoE.
- 6.3 The School will sign a copy of the Written Agreement when all documentation is provided (completed and signed) by the Student, Parents (if the Student is under 18) and third party debtor if applicable. The School will provide a fully executed version of the Written Agreement to the Student, Parent (if the Student is under 18 years) and third party debtor if applicable, and save a copy of the Written Agreement on the Student's file.
- 6.4 The School will retain records of all written agreements as well as receipts of payments made by Students under the Written Agreement in accordance with the School's Record Management Policy, being for at least two (2) years after the person ceases to be an accepted Student.
- 6.5 The School may request permission to check the Student's visa status and entitlements online via VEVO for duration of enrolment.



7. Definitions

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| CoE | means Confirmation of Enrolment |
| ESOS Act | Means the <i>Education Services for Overseas Students Act 2000</i> (Cth) |
| National Code | Means the <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> |
| Overseas Student | Means a student of the School who is enrolled (or intended to be enrolled) pursuant to a sub class 500 visa, whether that student is below or above 18 years old |
| PRISMS | Means Provider Registration and International Student Management System, the Department of Education database for administering the ESOS Act |
| the School | means Geelong Grammar School, including its registered boarding premises |
| TPS | means Tuition Protection Service |
| VEVO | means Visa entitlement verification online system |

8. Review and Circulation

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| Responsible Department | <input checked="" type="checkbox"/> Safeguarding and Legal Services |
| Version | 4 |
| Approved by | <input checked="" type="checkbox"/> Executive Director, Safeguarding and Legal Services |
| Version Effective Date | 6 March 2025 |
| Next Review Date | 6 March 2027 |
| Location | <input checked="" type="checkbox"/> School wide |
| Audience | <input checked="" type="checkbox"/> School Community |