



GEE LONG GRAMMAR SCHOOL | OVERSEAS STUDENT PROGRAMME

Recruitment of Overseas Students Policy

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 comprehensive, current and plain English information is made available to prospective Overseas Students prior to 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 including any online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods;
 - 1.2.3 course duration and holiday dates;
 - 1.2.4 course outcomes, qualifications or awards;
 - 1.2.5 School campus locations and facilities including Boarding Premises facilities, equipment and learning resources available to Overseas 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 may be deferred, suspended or cancelled;
 - 1.2.9 the ESOS Framework, including official Australian Government materials or links to 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; and
 - 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 Standard 2.1 of the National Code. This information is contained in the School's Overseas Student Enrolment Agreement and associated documents available on the School's website.

3. Younger Overseas Students

- 3.1 The School may only enrol Overseas Students under the age of 13 years (entering Year 7 or 8) as full boarders if a parent or Department of Home Affairs approved relative is available to accommodate the Overseas Student on exeats and holidays and at other times when an Overseas Student is not in a Boarding Premises. Overseas Students under 13 years old are not permitted to live with a Homestay Provider.
- 3.2 Overseas 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 Policy and the relevant sections of the Overseas Student Enrolment Agreement, copies of which is available on the School's website and via the HIVE.

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 also assess qualifications of an Overseas Student by requesting:
 - 5.3.1 School reports from the Overseas Student's previous or current school;
 - 5.3.2 Academic reports from the Overseas Student's previous or current school; and
 - 5.3.3 References from teachers at the Overseas Student's previous or current 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 assesses and grants course credit only for Overseas Students for the Year 11 and 12 VCE or IB Programmes in accordance with the School's Course Credit Procedure. 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 (VCAA) to assist in appropriate year level placement.

The School does not otherwise assess or recognise prior learning of an Overseas Student for the purposes of enrolment at the School.

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 'Learning > Curriculum'.
- 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 Overseas Student Enrolment Agreement available on the School's website.

8. Term Dates

- 8.1 The School's Term and school holiday dates are published on the website under 'Enrolment > Term Dates' and is updated as required annually.

9. Course Qualifications

- 9.1 Upon successful completion of the Secondary course (Years 11 and 12), the Overseas Student will receive either the Victorian Certificate of Education (Scored or Unscored) 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 Programme. If Parents have a proposed Homestay Provider available in Victoria they may complete a Homestay Provider Nomination Form.
- 10.2 All Homestay Provider placements must be approved by the School and all Homestay Providers:
 - 10.2.1 Must have a home inspection on application, and then at six monthly intervals,
 - 10.2.2 Must comply with the Homestay Provider Policy the Homestay Provider Responsibility Agreement, and lawful and reasonable directions of the School; and
 - 10.2.3 Must provide safeguarding documentation to the School including but not limited to the requirement for all adults over 18 in the household to hold a valid Working with Children Check and National Police Check for the period they are assisting the School as a Homestay Provider.
- 10.3 Further details in respect of arrangements for Homestay Providers are detailed in the Homestay Provider Policy and Homestay Provider Engagement Procedure and associated documents.

11. Tuition and Non-Tuition Fees

- 11.1 The School's indicative tuition and non-tuition fees are provided to a prospective Overseas Student in the Letter of Offer and Overseas Student Enrolment Agreement.
- 11.2 Current Overseas Student Fee Schedules and relevant Business Notices are also publicly available on the School's website and on request to the School's Admissions team.

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 (at Corio Campus); and
 - 12.2.10 Boarding and Day houses (at Timbertop and Corio campuses).

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 Record Management Policy and associated Procedures and Schedules.



14. Non-Compliance and Review

14.1 A failure to comply with this Policy may result in disciplinary action or management as required by the School.

14.2 The School reserves the right to amend, replace or terminate this Policy as required.

15. Associated Documents

15.1 Marketing Practices Policy

15.2 Overseas Student Accommodation Policy;

15.3 Homestay Provider Policy;

15.4 Homestay Provider Engagement Procedure; and

15.5 Records Management Policy.

16. Definitions

Boarding Premises	means boarding houses at the Corio Campus and units at the Timbertop Campus
CRICOS	means Commonwealth Register of Institutions and Courses for Overseas Students
ESOS Framework	means the Education Services for Overseas Students (ESOS) Framework and comprises relevant legislation regulations and Standards (including the National Standards) required to be met in respect of the enrolment of Overseas Students
National Code	means National Code of Practice for Providers of Education and Training to Overseas Students 2018
Overseas Student	means a Student enrolled at the School pursuant to subclass 500 student visa.
the School	means Geelong Grammar School, including its registered Boarding Premises

17. Review and Circulation

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