



GEE LONG GRAMMAR SCHOOL | OVERSEAS STUDENT PROGRAMME

Course Credit Procedure

1. VCE and IB Transfer of Credit

- 1.1 Prospective Overseas Students intending to complete the School's VCE Programme may receive course credits for any units previously completed based on assessment by the Victorian Curriculum Assessment Authority or through the IB.
- 1.2 At the time of enrolment, the prospective Overseas Student must provide official school reports from their previous school or institution. Overseas Students will not be permitted to commence the relevant programme until official school reports from the previous school/institution have been received by the School.
- 1.3 The Academic Office will then provide these reports to the Head of Learning & Teaching (Secondary) and the VCE or IB Coordinator (as applicable).
- 1.4 The expected level of competence must be evidenced in each of the subjects, and the prospective Overseas Student must be studying subjects that are offered at the School (not all schools offer the same VCE and/or IB subjects as the School).
- 1.5 All queries regarding eligibility and units studied should be referred to the Admissions Manager, VCE Coordinator, IB Coordinator, Head of Learning & Teaching (Secondary)/or the Academic Office.

2. Reduction of Course Length

- 2.1 If the School grants course credit to a prospective Overseas Student which in effect reduces the Overseas Student's course length, the School (via the Admissions Manager) will:
 - 2.1.1 inform the Overseas Student of the reduced course length via letter or email to the Student and/or their parents/legal guardian and require the Overseas Student (or their parents/legal guardians) to accept this decision in writing;
 - 2.1.2 record the decision and course credit on the Student's profile on the School's Synergetic platform;
 - 2.1.3 if required, issue a revised letter of offer to the Overseas Student upon acceptance in writing by the Overseas Student of the decision;
 - 2.1.4 ensure that the CoE is issued (or re-issued if required) for the reduced course duration; and
 - 2.1.5 will report any change in course duration in PRISMS if the course credit is granted after the Overseas Student's visa is granted.

3. Record Keeping

- 3.1 Regardless of the decision to grant course credit to an Overseas Student, the School will give a written record of the decision to the Overseas Student via the Admissions Manager. The Overseas Student (or their parents/legal guardians) must accept this decision in writing, or otherwise utilise the School's complaints or appeals process as identified in the School's Overseas Student Complaints and Appeals Policy.
- 3.2 The School will retain the written record of acceptance (or decline), including the Student's acceptance in writing, for at least two (2) years after the Overseas Student ceases to be an accepted student at the School in accordance with the School's Record Management Policy.

4. Definitions

Boarding Premises	means boarding houses at Corio Campus and units at the Timbertop Campus
CoE	means Confirmation of Enrolment
IB	means International Baccalaureate
Overseas Student	means a Student enrolled at the School pursuant to a subclass 500 student visa
PRISMS	means Provider Registration and International Student Management System
the School	means Geelong Grammar School, including its registered Boarding Premises
VCE	means Victorian Certificate of Education

5. Review and Circulation

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