



Subject: **RECRUITMENT OF AN OVERSEAS STUDENT POLICY AND PROCEDURE**

Policy No: INT9 – Version 1

Effective: June 2021

Revised: June 2021

Review Date: June 2023

Covers: **ALL INTERNATIONAL STUDENTS**

National ESOS Code: [Standard 2](#)  
CRICOS Code: 00482K

# Recruitment of an Overseas Student Policy and Procedure

St Michael's Collegiate School will recruit students in an ethical and responsible manner and will provide information that enables students to make informed decisions about studying with us, prior to enrolment via information expressed in plain English.

It should be noted that Collegiate, although registered to accept overseas students from Kindergarten, the School follows immigration student visa regulations whereby students must be of 6 years of age to be enrolled while holding a student visa.

Collegiate only considers enrolments into the Junior School, at the discretion of the Principal and Head of Junior School, on a case-by-case basis and only in special circumstances. Special circumstances could mean the child is residing directly with her parents, and her English level is at a level whereby she is able to communicate with her class teacher in terms of illness, social, personal needs. Collegiate ensures the family is enveloped by the School community, and supported fully to ensure inclusiveness, to integrate with ease via the School community, into the Australian culture and assisted through any social / cultural differences. Mentoring by Australian parents for new overseas parents is encouraged by the School and an intensive pastoral care system is in place in the Junior School for ALL students.

Students / parents guardians are provided with the comprehensive Overseas Student Information Flyer, School Prospectus, website information, and the opportunity to enquire to Collegiate to ask questions of anything they may be unsure of prior to enrolment to enable them to make informed decisions about their child's studies with St Michael's Collegiate School and in Australia.

St Michael's Collegiate School assesses whether qualifications, experience and English language proficiency are appropriate for each course offered. The levels expected for English and academic levels are outlined under Collegiate's *Entry Requirements* included under Standard 1.

Once enrolment progresses, the *Entry Requirements* and any conditions of enrolment, is outlined within the School's Offer of Place issued to the student, and again noted within any conditions of the Written Agreement (Standard 3). Should preparation English prior to entry be required before commencement into mainstream classes the number of weeks, and reasons for this condition, is fully outlined with the Offer of Place.

All the above information is issued prior to a family accepting the Offer of a Place at St Michael's Collegiate School. The website provides a link to the School's International student entry requirements, so a family or student browsing for information is able to find entry requirements and to be informed.



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Any changes to students' enrolments will be advised to students/parents guardians in writing and students/parents guardians will sign a document as evidence of being advised and acceptance of the changes to enrolment. This has been particularly relevant during the COVID19 pandemic as commencement dates have needed to be amended while borders have remained closed.

St Michael's Collegiate School provides a number of handbooks downloadable from the School's website which provide information to all parties regarding requirements (according to their various responsibility levels) of the legislation and to inform families and students of all support services, courses, requirements for enrolment, term dates, boarding house dates, fees and terms and conditions for an enrolment and also all policies relevant to enrolling an international student into the School.

St Michael's Collegiate School will only make a formal written Offer to students once all criteria as stated has been outlined under our procedures of **student engagement before enrolment** have been met.

Students / parents/guardians can be given an Offer of Place (Letter of Offer) after they have read and understood the pre-enrolment information. In all recruitment of overseas students, the procedures of entry are outlined, the documents required and steps of enrolment explained and education agents (Standard 4) are trained about the procedures of enrolment into St Michael's Collegiate School and education agents are guided by School staff as well as school enrolment marketing/recruitment consultants in accordance with ESOS Standards and regulations.

The Written Agreement is issued and forms part of the Offer of Place (or at times referred to as Letter of Offer) and only upon acceptance by the family and the return of the signed acceptance and signed Written Agreement, is payment (as outlined within the Offer of Place) expected to be made.

Should the Written Agreement be returned after the payment has been transacted by the family, Collegiate will not proceed to confirm the enrolment entry until the Written Agreement has been signed and returned to the School.

A receipt for payment will be issued to the family, and confirmation of enrolment advised, only once the Written Agreement has been received by the School.

Students / parents/ guardians may also be directed to the St Michael's Collegiate School website for further information.

St Michael's Collegiate School staff will check all documented student qualifications (including English proficiency) for authenticity, being original copies of documentation or suitably certified original copies.

St Michael's Collegiate School staff will assess each course application against the approved course entry requirements including English Language requirements. St Michael's Collegiate School will assess every application to ensure whether or not students have the appropriate qualifications, experience and English Language proficiency for each course into which the student is applying to enrol.



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Students who do not meet the requirements will either a) not be enrolled or b) if found later they do not meet the English Language requirements; a conditional Confirmation of Enrolment (eCOE) may be issued based on the student completing an English course prior to class commencement - **onshore**.

Reports from any language Centre are checked to ensure the student is progressing. Should the student be at risk of not meeting entry requirements as expected, discussion with the family will be activated, an intervention strategy be prepared and further English language learning may be recommended. Collegiate's enrolment staff and Principal, will take into consideration how a postponement of commencement date may impact the student's completion of the school course prior to any postponement of commencement and further English study being recommended. The possibility of further English being required and a postponement of commencement to enable the student to reach entry requirements, is fully outlined as a condition to be accepted by a parent within an Offer of Place issued and within the written agreement conditions attached to the Offer, and in signing and returning acceptance and the written agreement, the parents/legal guardians are acknowledging they have been fully informed.

Students must complete the required and recommended weeks of English bridging or support programs as offered by St Michael's Collegiate School or an English Language Centre course as recognised by St Michael's Collegiate School – which in some instances may incur additional costs and this will be fully outlined in any Collegiate Offer of Place where this is a requirement.

When a student is provided a conditional enrolment based on English proficiency not yet reaching the required standard of course level requirement – as outlined by Entry Level requirements of St Michael's Collegiate School, the family/student will be counselled as to this situation which may occur, prior to acceptance of enrolment. This is published by St Michael's Collegiate School under its Entry Requirements.

Staff are directed to review overseas information on the Collegiate website to make themselves familiar with procedures relating to the recruitment and entry requirements of overseas students so as there is minimal risk that any staff member of St Michael's Collegiate School could provide incorrect information.

Overseas Information materials and policies are referred to within the Staff Handbook, and all current staff and new staff are directed to familiarize themselves with the ESOS National Code Standards and responsibilities they may have in supervising, in class or in pastoral care situations, overseas students at the School.

St Michael's Collegiate School policy is that students do not pay any course money until they have signed and accepted the formal written agreement and conditions of entry.



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However, if students pay by direct payment into the School bank account or by another means (e.g. cheque by mail) prior to signing a formal written agreement, the School will not use the course money received and the School will immediately contact the student or agent to inform the student that the payment cannot be processed (and the enrolment cannot be confirmed) until the signed agreement is received. St Michael's Collegiate School will keep such evidence on the student file.

### **Prior to Accepting a Student Enrolment**

St Michael's Collegiate School will ensure students receive all of the following in print and/or electronically; Overseas Student Flyer, School Prospectus and website details via email or from the website link provided, the link will also direct the family/student to the school's policies and procedures covering the Standards set out by the ESOS National Code and which includes entry requirements, levels of English requirements, refund policies and more.

The website and course handbooks also provide information in relation to courses, grounds to defer, suspend or cancel an enrolment and information about living in Australia.

These documents, handbooks, policies and links provide all of the requirements of Standard 2 of the National Code and also cover other Standards relating to this Policy.

### **Procedure is above and as follows:**

The Information below must be provided to potential students PRIOR to acceptance. Most of the following information is provided at recruitment stage – other information is provided within an Offer of Place (prior to acceptance by the family):

- a) During recruitment stage and/or at issue of Offer of Place (content within Offer and links) –the following information will be provided:
  - course details;
  - English and Academic standards - entry requirements
  - campus maps and location of school
  - course duration, holiday breaks information and expectations, course outcomes and qualifications to be gained
  - details of arrangements with another provider, person or business who will provide the course or part of the course;
  - indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course and the registered provider's cancellation and refund policies;
  - the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled;
  - the Education Services for Overseas Student (ESOS) framework (which is available on the ESOS legislative framework page), including official Australian Government material or links to materials online;
  - the policy and process the registered provider has in place for approving the accommodation, support and general welfare arrangements for younger overseas students, where relevant; and
  - accommodation options and indicative costs of living in Australia.
  - transferable course credits which can be approved by the School
  
- b) the requirements for acceptance into a course, including the minimum level of English



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language proficiency, educational qualifications or prior learning required and whether course credit may be applicable. Students accepted have provided a compulsory English language assessment test report so that Collegiate can make an informed decision of acceptance prior to issuing an Offer of Place – and a pathway for any bridging English course to be undertaken in order to meet levels expected. The pathway within the Offer forms a condition and also notes that should levels not be reached as expected that a deferred commencement date may be advised and a new Offer would be issued and new acceptance required. Only one deferment for a new commencement date will be issued by Collegiate. Should a student fail to meet the level of English by the new deferred date, the Principal reserves the right to withdraw all Offers for placement and refunds will be issued according to the Overseas Student Refund Policy, the student not having met fully outlined entry requirements.

- c) the course content and duration, qualification offered if applicable, modes of study and assessment methods
- d) any credit points accepted as a result of a student having already completed TCE subjects (which would only apply to students entering Year 12 at Collegiate or as it may relate to any VET subjects which may or may not be offered by St Michael's Collegiate School will be documented and faculty involved in TCE subject selection and registration will ensure the student has been identified by regulatory Tasmanian education bodies to provide credit points to this student.
- e) campus locations and a general description of facilities, equipment, and learning and library resources available to students
- f) details of any arrangements with another registered provider, person or business to provide the course or part of the course i.e. co-operative school arrangements indicative course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies
- g) information about the grounds on which the student's enrolment may be deferred, suspended or cancelled (*Deferring, Suspending and Cancelling Student's Enrolment Policy*).
- h) A description of the ESOS framework made available electronically by Department of Education, and
- i) Relevant information on living in Australia, including:
  - i. indicative costs of living
  - ii. accommodation options; and
  - iii. where relevant, schooling obligations and options for school-aged dependents of intending students, including that school fees may be incurred.