



INTERNATIONAL STUDENT PROGRAM **ENROLMENT POLICY**

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Authorised by:
Principal – Meg Woolford

Consultation: **School Council and school community**

Approved by:
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Help for non-English speakers

If you need help to understand the information in this policy, please contact Horsham College.

Context

Horsham College welcomes International Students for long-term study and short-term study-tour visits. Application to study as an International Student must be made through the Department of Education (DE). CRICOS Provider Code 00861K.

Enrolment process

In considering the admission of an International Student, Horsham College will consider the following factors:

- student's current level of study
- reports of the student's academic progress, including attainment levels
- English language proficiency
- age of the student
- welfare arrangements of the student, especially those under 18 years of age
- availability of places at the appropriate year level in the school
- availability of Homestay providers .

Student expectations

Horsham College prides itself on clear and concise communication concerning all students as well as students following the basic expectations of the school.

- Students must communicate any changes to their enrolment or homestay situation to the International division as well as to the school as soon as possible.
- Students must attend at least 80% of scheduled school contact hours each term.
- Fees must be paid on enrolment or risk not being accepted and unenrolled from the school

Education qualifications

To be accepted for enrolment into a particular year level, a student should have completed the equivalent prior year level. For example, a student wishing to enrol in Year 10 must have completed a full year of Year 9 to be considered.

Academic level and English proficiency

The student's English language proficiency should be such that it enables him/her to cope with the class work for the required year level of entry. The following entry requirements apply:

- Students must have an average score of 80% or above across all subjects
- Where English is not the student's first language an IELTS score of 6.5 required for VCE direct entry.
- Where English is not the student's first language IELTS score of 6.0 required for Year 10 direct entry.
- Skype Interview/Pre-test will be conducted before school acceptance/offer is made.

Enrolment in Years 11 and 12

- As the VCE is a two year course, students will be enrolled only in Year 11 if they are able to commence at the start of the academic year.
- Only in exceptional circumstances (eg: in-state/interstate transfer) would an enrolment be considered for entry to Year 11 once the academic year has commenced or into Year 12 at the start of the academic year.
- In the above situation a student must be able to claim recognition of prior learning to ensure completion of an adequate number of VCE units.
- In the case of an interstate transfer, the student may receive course credit for units completed, based on the assessment of the state or territory curriculum assessment authority or other relevant authority.

Placement into Years 10 and 11

- A student's prior school level is the primary consideration in placement.
- If a student has not completed the whole of an academic year before entry, the School's recommendation is to repeat the particular year level.
- For commencement at the start of the academic year: when the student commenced Year 11 in September overseas, the school recommendation would be to commence Year 11 again
- Mid-year commencement for Year 10: when the student completed Year 10 in June overseas, the school recommendation would be to join Year 10 for the rest of that year.

Mid-year intake

- The School will only consider a mid-year commencement for Year 10 (unless exceptional circumstances apply).

Application process

- A student's education obligations and entitlements can be found by reading the Terms, Conditions and Policies; [Standard Application Terms, Conditions and Policies](#).
- Apply online at www.eduweb.vic.gov.au/StudyOnlineForm.
- Receive your application acceptance.
- Receive your Letter of Offer and Invoice.
- Pay your Invoice (within 14 days).
- Receive your Confirmation of Enrolment Letter (and your Confirmation of Accommodation and Welfare (CAAW) Letter if you have chosen for the Department to arrange your accommodation, i.e. homestay).
- Submit your visa application to the Australian Department of Immigration and Border Protection.

For further information or application forms e-mail international@edumail.vic.gov.au.

International Student Program Unit
Department of Education and Training
GPO Box 4367
MELBOURNE Victoria Australia 3001

Telephone: +61 3 9651 3700
Facsimile: +61 9651 3981
Website: www.study.vic.gov.au

Fees

The fees paid to International Education Services (IES) cover a number of administration costs as well as enrolment fees, school fees and tuition fees for a standard study program.

Fees paid do not include:

- homestay fees
- school uniform
- individual music tuition fees and hire of instrument
- camps or excursions
- school formal tickets
- school photos/ Yearbook
- Vocational Education and Training (VET) course fees.

***Note:** International Students will be charged for any resources or equipment borrowed from the school and not returned in good condition e.g. textbooks, calculators, musical instruments, laptops and sports uniforms etc.

Communication

This policy will be communicated to our school community in the following ways:

- available publicly on school website
- included in transition and enrolment packs
- hard copy available from school administration upon request.

Review cycle

This policy will be reviewed in accordance with the Policy Review Schedule.